

# SONOMA COUNTY CIVIL SERVICE COMMISSION AGENDA

Patricia Sabo, Chair  
John Hadzess, Vice Chair  
Anthony Withington  
Jerry Dunn  
Jeff Berk

Janell Crane, HR Director  
Spencer Keywood, Deputy HR Director  
Yuka Kamiishi, Executive Assistant

---

**Thursday, August 15, 2024  
3:00 PM**

**HR Large Training Room/Virtual**  
575 Administration Drive 117C  
Santa Rosa, CA 95403

---

Members of the public can attend, watch, or listen to the meeting using one of the three following methods:

1. **ATTEND IN PERSON:**

Human Resources Large Training Room  
575 Administration Drive, Suite 117C, Santa Rosa, CA 95403  
Limited seating is available for public participants.

2. **[WATCH/LISTEN TO MEETING IN ZOOM:](https://sonomacounty.zoom.us/j/94920702600?pwd=9ZSuwVmCDKW47Bp4IPcObZWfO0hOsb.1)**

Participate by computer, tablet, or smartphone application. Go to:  
<https://sonomacounty.zoom.us/j/94920702600?pwd=9ZSuwVmCDKW47Bp4IPcObZWfO0hOsb.1>  
Webinar ID: 949 2070 2600  
Passcode: 176761

3. **LISTEN THROUGH ZOOM BY TELEPHONE:**

Dial +1 669 900 9128  
Webinar ID: 949 2070 2600  
Passcode: 176761

Please note the meeting may be recorded for transcription purposes.

**ACCOMMODATION REQUEST:** If you need an accommodation or an alternative format to assist you in observing and commenting on this meeting, please contact the Commission Secretary at (707) 565-6195 or by email [yuka.kamiishi@sonoma-county.org](mailto:yuka.kamiishi@sonoma-county.org) prior to 72 hours of the meeting to ensure arrangements for accommodation.

**CIVIL SERVICE COMMISSION AGENDA**  
**August 15, 2024**

**PUBLIC COMMENT:** Public Comment may be made live, in person, in the Commission meeting room. Available time for comments is determined by the Commission Chair based on agenda scheduling demands and the total number of speakers. To guarantee that your comment is received and considered by the Commission, you may attend the meeting in person or submit your comment in writing in advance of the meeting to [yuka.kamiishi@sonoma-county.org](mailto:yuka.kamiishi@sonoma-county.org) before 1:30 PM on the day of the meeting. Please provide your name, the agenda items on which you wish to speak, and your comment in the email. These comments will be emailed to all Civil Service Commission members.

**DURING THE MEETING:** Members of the public who wish to comment may do so according to the following procedure. Commenters will be requested to line up by the podium when the Commission Chair announces Public Comment to commence. Upon completion of a comment, the individual should quietly take a seat or exit the meeting room. No standing unless in the queue to speak or exiting the meeting room. To comment on any subsequent items, this process is to be repeated.

**COMMITMENT TO CIVILITY:** The Civil Service Commission has adopted rules of procedures that include a commitment to civility. To assure civility in its public meetings, the public is encouraged to engage in respectful dialog that supports freedom of speech and values diversity of opinion. Commissioners, County staff, and members of the public are expected to establish and maintain a cordial and respectful atmosphere during discussions and foster meaningful dialogue free of personal attacks. Members of the public must also adhere to the speaking time limit if one is indicated by the Chair.

**MATERIALS:**

Materials related to an item on this Agenda submitted to the Commission after distribution of the agenda packet are available for public inspection in the Human Resources office at below location during normal business hours.

County of Sonoma Human Resources  
575 Administration Drive, Suite 116B  
Santa Rosa, CA 95403

**3:00 P.M. CALL TO ORDER**

- I. **Call to Order**
- II. **Approval of Minutes from July 18, 2024**
- III. **Director's Report**
- IV. **Agenda Items**
  - A. **Commissioner Compensation**  
Spencer Keywood, Deputy Human Resources Director
  - B. **Civil Service Commission Bulletin Board**  
Spencer Keywood, Deputy Human Resources Director
- V. **Reports**
- VI. **Appeals**
- VII. **Other Scheduling Matters**
- VIII. **Commissioners Closed Session**
- IX. **Reconvene from Closed Session**
- X. **Commissioners Open Session**
- XI. **Public Comment**

Any member of the public may address the Commission on a matter not listed on the agenda but within the subject matter jurisdiction of the Commission. Please state your name and who you represent, if applicable. Comments may be limited to 3 minutes, or as determined at the discretion of the Chair. Under State Law, matters presented during public appearances cannot be discussed or acted upon by the Civil Service Commissioners.
- XII. **Adjourn**

**CIVIL SERVICE COMMISSION AGENDA**  
**August 15, 2024**

The next Civil Service Commission meeting will be **Thursday, September 5, 2024** at 3:00 p.m., in the HR Large Training Room at 575 Administration Drive, Suite 117C, Santa Rosa, CA 95403. The Agenda deadline for this meeting is 1:30 p.m., Thursday, August 29, 2024.

**SONOMA COUNTY  
CIVIL SERVICE COMMISSION  
MEETING MINUTES**

Sonoma County Human Resources Department  
**July 18, 2024**

**PRESENT**

Commissioners: Patricia Sabo (Chair), John Hadzess (Vice Chair), Anthony Withington, Jerry Dunn, Jeff Berk

Human Resources Staff: Janell Crane, Spencer Keyword, Yuka Kamiishi

Commission Counsel:

**I. CALL TO ORDER**

The meeting was called to order at 3:00 p.m.

**II. APPROVAL OF MINUTES FROM JUNE 20, 2024**

Motion: Commissioner Withington

Second: Commissioner Hadzess

**Ayes – Roll Call Vote: 5 Abstain: 0 Absent: 0**

**III. DIRECTOR'S REPORT**

Human Resources Director, Janell Crane, had no report to make at this meeting.

**IV. AGENDA ITEMS**

**A. Vacancy Rate Update**

Presented by Spencer Keyword, Deputy Human Resources Director.

Deputy Director Keyword presented the County vacancy rate is currently at 9.04%, down from the 12% reported by then-Recruitment and Classification Manager, Jennifer Lelouarn during the annual Workload Summary Report presentation in December 2023. His

memo included the department-wide vacancy rates comparison from December 2022, January 2024, and June 2024. Commissioner Dunn requested Human Resources staff provide division-level vacancy rates in addition to the department-level vacancy at the next annual report.

## **B. Sheriff's Office Recruitment Status**

Presented by Eddie Engram, Sheriff-Coroner.

Sheriff Engram shared with the Commission information about his Office's hiring process, the recent decrease in the vacancy rate, and current recruitment efforts. He also responded to the questions from the Commission regarding the mandatory overtime, DEI outreach, and recruitment difficulties.

A public comment on this item was made by Travis Balzarini, SEIU 1021 President.

## **C. Park Ranger Update**

Presented by Janell Crane, Human Resources Director.

The second reading of the ordinance changing the designation of Park Rangers from Peace Officers to Public Officers, was approved by the Board on July 16, 2024. The ordinance will go into effect 30 days after the second reading. Human Resources is still in active meet-and-confer with SEIU and SCLEA.

At the last Commission meeting, the Chair indicated she would have a conversation with the Commission's outside counsel, Mr. Jeff Walter. That meeting took place. Chair Sabo stated that the Commission received a confidential report from Counsel the morning of the Commission meeting. Most of the Commission members have not yet reviewed the report. Chair Sabo suggested this matter be placed on the agenda at the next meeting, check with Counsel to determine if the matter could be discussed in closed session, or that she and Commissioner Withington form a sub-committee and meet with Mr. Walter. Commissioner Withington suggested the Commission Counsel attend the next meeting to answer any questions that arise, as he was not sure the matter would meet the requirements for closed session. The Commission discussed the importance of following-up on this matter

even though the ordinance has already been approved. Human Resources will work with Chair Sabo on applicable next steps.

V. **REPORTS**  
N/A

VI. **APPEALS**  
N/A

VII. **OTHER SCHEDULING MATTERS**  
N/A

VIII. **COMMISSIONERS CLOSED SESSION**  
N/A

IX. **RECONVENE FROM CLOSED SESSION**  
N/A

X. **COMMISSIONERS OPEN SESSION**  
N/A

XI. **PUBLIC COMMENT**  
Ken Tan, an employee at Regional Parks and an SEIU Steward, introduced himself to the Commission.

XII. **ADJOURN**  
The Civil Service Commission meeting adjourned at 3:29 p.m.