

# 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

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**Thursday, September 19, 2024  
3:00 PM**

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

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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/91776830223?pwd=Jaorj49M6er5az9LbU7kTVCwQTdLik.1)**

Participate by computer, tablet, or smartphone application. Go to:  
<https://sonomacounty.zoom.us/j/91776830223?pwd=Jaorj49M6er5az9LbU7kTVCwQTdLik.1>  
Webinar ID: 917 7683 0223  
Passcode: 176761

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

Dial +1 669 900 9128  
Webinar ID: 917 7683 0223  
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**  
**September 19, 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 August 15, 2024**

**III. Director's Report**

**IV. Agenda Items**

**A. California Senate Bill 553 Workplace Violence Prevention  
Training Overview**

Andrew Lemen, Safety Unit Manager, Human Resources

**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**  
**September 19, 2024**

The next Civil Service Commission meeting will be **Thursday, October 3, 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, September 26, 2024.

# SONOMA COUNTY CIVIL SERVICE COMMISSION MEETING MINUTES

Sonoma County Human Resources Department  
**August 15, 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 3:02 p.m.

### II. APPROVAL OF MINUTES FROM JULY 18, 2024

Motion: Commissioner Withington

Second: Commissioner Dunn

**Ayes – Roll Call Vote: 4 Abstain: 0 Absent: 1**

### III. DIRECTOR'S REPORT

Human Resource (HR) Director Janell Crane reported the ongoing efforts by the HR Department on decreasing the vacancy rate, onboarding of new HR staff, and new training. She also reported the following upcoming recruitments: The second Assistant County Administrator position, which was added in light of the new County Executive structure, as well as the Director of Health Services Director.

### IV. AGENDA ITEMS

#### A. Commission Compensation

Item presented by Spencer Keywood, Deputy Human Resources Director.

Deputy Director Keywood informed the Commission of an upcoming compensation adjustment payment due to a Salary Resolution amendment that went into an effect in 2019, changing the Commissioners' rate of compensation, but had not been applied. The payment is expected to be included in the Commissioners' September 11, 2024, paycheck.

## **B. Civil Service Commission Bulletin Board**

Item presented by Spencer Keywood, Deputy Human Resources Director.

Deputy Director Keywood sought input on the Commissions' interest in posting additional information about the Commission on the Civil Service Commission bulletin board in the County Administration Building, including the Commissioners' bios, photos, and a general Commission information. Yuka Kamiishi, Secretary, will work directly with the Commissioners to collect their bios and photos, as well as post additional information about the purpose of the Commission to raise awareness.

### **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**  
N/A

**XII. ADJOURN**  
The Civil Service Commission meeting adjourned at 3:18 p.m.