

CIVIL SERVICE BOARD MEETING MINUTES



DATE: February 7, 2011
5:00 p.m. – 5:53 p.m.

BOARD: Hugh Logan, Chairperson
Debra Allen, Vice Chairperson
Doug Coulter, Board Member
James “Mickey” Dunlap, Board Member
Maiqual “Mike” Talbot, Board Member

STAFF: Terri L. Cassidy, HR Director and Secretary to the Board
David R. Hunt, City Attorney
Jyll Ramirez, Administrative Assistant to the HR Director

1. CLOSED SESSION – 4:30 PM

Board Members adjourned to closed session in accordance with Government Code § 54956.9(b): Exposure to Litigation – One Matter: Potential litigation regarding the claim of Paul Matheis, former Fire Division Chief.

2. RECONVENED FOR REGULAR MEETING – 5:00 PM

3. ROLL CALL

All Board Members were present

4. FLAG SALUTE

The Pledge of Allegiance was led by Vice Chairperson Allen.

5. CLOSED SESSION REPORT

Mr. Hunt delivered the Closed Session Report on behalf of the Civil Service Board, and no reportable action was taken.

6. CIVIL SERVICE ANNOUNCEMENTS/ITEMS FOR FUTURE AGENDAS

None

7. CONSENT CALENDAR

a. Reading of Minutes

- i. Minutes of the January 10, 2011 Regular Meeting.** A Motion was made by Board Member Dunlap to approve the January 10, 2011 Civil Service Board Minutes. Board Member Talbot seconded the Motion. It was approved 5 Ayes, 0 No.

8. PUBLIC COMMENTS

None

9. ORAL REPORTS

a. MONTHLY REPORT FROM THE SECRETARY – HR Director Terri L. Cassidy, J.D.

i. Fire Captain Testing Process

The Human Resources Department is recruiting and testing for the Fire Captain position. Seventeen (17) candidates applied for the position, and eight still remain in the process. The final Promotional Eligibility List will be presented to the Board at the March 7, 2011 meeting, as an informational item.

ii. Good to Great – Update of City-Wide Reorganization

City Manager Dave Kiff has been using the book “Good to Great” as a model for the Executive Management Team to use during this time of organizational restructuring. Mr. Kiff has met with Department Directors about fiscal challenges and some departments will be affected by layoffs.

Ms. Cassidy brought to the Board’s attention two valuable documents, a Quarterly Business Report and the Fiscal Sustainability Plan, both on the City’s internet website.

HR Office Assistant Kelsey Nash wrote an article for the City Manager’s newsletter highlighting Vice Chairperson Debra Allen.

Chairperson Logan praised the “Good to Great” book and shared his advice and expertise with Ms. Cassidy by commenting that “his past experience has taught him once a company announces layoffs, the sooner you do it the better.”

b. FIRE DEPARTMENT – Acting Deputy Fire Chief Ralph Restadius

- Junior Lifeguard try-outs have commenced and will continue through March. Last weekend, five hundred (500) candidates (ages nine to 15) participated in the testing process. Contestants must be able to swim four laps to qualify for the program, which is anticipated to have 1,200 enrolled by Summer 2011.
- The State of Community Emergency Response Team (CERT) Awards Banquet Dinner was held Friday, January 21, at the Newport Coast Community Center. One hundred, twenty (120) members attended. Newport Beach Lifeguard Captain Mike Halphide won the Instructor of the Year award.

c. POLICE DEPARTMENT – Police Captain Gazsi

Recruitment Update

- The Police Department is not recruiting at this time.

Points of Interest

- Police Recruit Officers Alex Maslin, David Seraga and Joseph DeJulio's graduate at the top of their class from the Police Academy Tuesday, February 8, 2011.

Recruitment Background

- Currently in the background process is one Lateral Police Officer, two Police Recruits (on hold) and 19 Custody Officers (on hold).

10. CONSIDERATION OF UPDATE TO CIVIL SERVICE BOARD PROCEDURAL HEARING RULES

Ms. Cassidy confirmed the dates for the next disciplinary hearing as March 10, 11 and 14 (later corrected to the 17th) and mentioned that scheduling and other administrative tasks will become clearer with the revised Procedural Hearing Rules.

The attorney's initially agreed on a four-day hearing; however, we will not schedule the fourth day until it becomes apparent that it is needed.

Mr. Hunt pointed out all the changes to the draft, updated Procedural Hearing Rules (Rules) with the Board and thoroughly explained the reasons for the modifications. He also gave them a broad overview of how the hearings should be conducted.

Ms. Cassidy informed the Board that the Fire Management Association and Firefighters' Association support the revised Rules and gave them supporting letters from each group. She also confirmed that all Associations were mailed the Rules, as requested by Vice Chairperson Allen.

Chairperson Logan went on the record to say that when the Board asks for the Associations' input on matters and they hear nothing back, the Board assumes the Associations have no objections or issues with the topic. If they need more time to explore/research the items, then that needs to be addressed with the Board.

The Board made some suggestions and requested a few changes to the draft Rules and Mr. Hunt assured the Board that he would make those changes and forward them a redline version before the next meeting.

Chairperson Logan asked Mr. Hunt to distribute the final copy (post changes) to all of the City's Associations, as well.

Mr. Hunt acknowledged Chairperson Logan's request and assured him that he would take care of it.

A Motion was made by Board Member Dunlap to accept and adopt the updated Civil Service Board Procedural Hearing Rules with the modifications and corrections, as directed from the Board. Vice Chair Allen seconded the Motion. It was approved 5 Ayes, 0 No.

11. ADJOURNMENT

The Civil Service Board meeting adjourned at 6:12 PM.

Terri L. Cassidy, J.D., HR Director
Secretary to the Board