



CIVIL SERVICE BOARD AGENDA

Council Chambers – 100 Civic Center Drive, Newport Beach, 92660

Monday, January 12, 2015 - 5:00 PM Regular Meeting

Civil Service Board Members:

Hugh Logan, Chair

Debra Allen, Vice Chair

James "Mickey" Dunlap, Board Member

Jeff Herdman, Board Member

Maiqual Talbot, Board Member

Staff Members:

Terri L. Cassidy, Secretary to the Board, Deputy City Manager/
Human Resources Director

Jason Guyser, Assistant City Attorney

Jyll Ramirez, Administrative Specialist to the Deputy City Mgr

- I. CALL MEETING TO ORDER**
- II. ROLL CALL**
- III. FLAG SALUTE**
- IV. PUBLIC COMMENTS**

Public comments are invited on agenda and non-agenda items generally considered to be within the subject matter jurisdiction of the Civil Service Board. Speakers must limit comments to three (3) minutes. Before speaking, we invite, but do not require, you to state your name for the record. The Civil Service Board has the discretion to extend or shorten the speakers' time limit on agenda or non-agenda items, provided the time limit adjustment is applied equally to all speakers. As a courtesy, please turn cell phones off or set them in the silent mode.

V. CONSENT CALENDAR

A. APPROVAL OF CIVIL SERVICE BOARD MEETING MINUTES

1. APPROVE MINUTES FOR THE DECEMBER 1, 2014, REGULAR MEETING. Waive reading of subject Minutes, approve as written and order filed.

VI. CURRENT BUSINESS

A. ORAL REPORTS

1. **CITY-WIDE AND HUMAN RESOURCES MATTERS** – Terri L. Cassidy, Deputy City Manager/HR Director

2. **FIRE DEPARTMENT MATTERS** – Scott Poster, Fire Chief
 3. **POLICE DEPARTMENT MATTERS** – Jonathan Stafford, Police Support Services Administrator
- VII. CIVIL SERVICE BOARD ANNOUNCEMENTS OR MATTERS WHICH MEMBERS WOULD LIKE PLACED ON A FUTURE AGENDA FOR DISCUSSION, ACTION OR REPORT (NON-DISCUSSION ITEM)**
- VIII. ADJOURNMENT**

This committee is subject to the Ralph M. Brown Act. Among other things, the Brown Act requires that the Commission's agenda be posted at least 72 hours in advance of each meeting and that the public be allowed to comment on agenda items before the Commission and items not on the agenda but are within the subject matter jurisdiction of the Commission. The Commission may limit public comments to a reasonable amount of time, generally either three (3) or five (5) minutes per person.

It is the intention of the City of Newport Beach to comply with the Americans with Disabilities Act (ADA) in all respects. If, as an attendee or a participant at this meeting, you will need special assistance beyond what is normally provided, the City of Newport Beach will attempt to accommodate you in every reasonable manner. Please contact Leilani Brown, City Clerk, at least 72 hours prior to the meeting to inform us of your particular needs and to determine if accommodation is feasible (949-644-3005 or lbrown@newportbeachca.gov).

CITY OF NEWPORT BEACH CIVIL SERVICE BOARD MINUTES
Council Chambers – 100 Civic Center Drive
Monday, December 1, 2014
REGULAR MEETING
5:00 PM

I. CALL REGULAR MEETING TO ORDER (5:00 PM)

Chairperson Hugh Logan called the meeting to order at 5:02 PM.

II. ROLL CALL

Civil Service Board Members:

Hugh Logan, Chair

Debra Allen, Vice Chair

James "Mickey" Dunlap, Board Member (Absent/Excused)

Jeff Herdman, Board Member (Absent/Excused)

Maiqual Talbot, Board Member

Staff Members:

Terri L. Cassidy, Deputy City Manager/HR Director/Secretary to the Board

Lauren Farley, Deputy HR Director

Jason Guyser, Assistant City Attorney

Jyll Ramirez, Administrative Specialist to the Deputy City Manager

III. FLAG SALUTE – Led by Board Member Talbot

IV. PUBLIC COMMENTS

The notice was read by Jyll Ramirez, Administrative Specialist to the Deputy City Manager.

Interested parties were invited to address the Board.

Jim Mosher reported that he submitted written comments earlier today to the Civil Service Board's (CSB/The Board) Secretary, Deputy City Manager/HR Director Terri Cassidy; on the meeting Minutes listed under Consent Calendar of the December 1, 2014, CSB agenda. He noted that five of the seven meeting Minutes stated what time each meeting began, but did not indicate when they ended. Additionally, he expressed disappointment in the lack of details reported on the Board's decision and action of the confidential, closed disciplinary hearing of a Civil Service employee.

Chair Logan closed Public Comments.

V. CONSENT CALENDAR**A. APPROVAL OF MEETING MINUTES**

1. APPROVE MINUTES FOR THE SEPTEMBER 3, 2014, REGULAR MEETING. Waive reading of subject Minutes, approve as written and order filed.
2. APPROVE MINUTES FOR THE SEPTEMBER 29, 2014, SPECIAL MEETING. Waive reading of subject Minutes, approve as written and order filed.
3. APPROVE MINUTES FOR THE SEPTEMBER 30, 2014, SPECIAL MEETING. Waive reading of subject Minutes, approve as written and order filed.
4. APPROVE MINUTES FOR THE OCTOBER 6, 2014, SPECIAL MEETING. Waive reading of subject Minutes, approve as written and order filed.
5. APPROVE MINUTES FOR THE OCTOBER 17, 2014, SPECIAL MEETING. Waive reading of subject Minutes, approve as written and order filed.
6. APPROVE MINUTES FOR THE OCTOBER 27, 2014, SPECIAL MEETING. Waive reading of subject Minutes, approve as written and order filed.
7. APPROVE MINUTES FOR THE NOVEMBER 17, 2014, SPECIAL MEETING. Waive reading of subject Minutes, approve as written and order filed.

Board Member Talbot made a Motion to waive reading of, approve and file the above-listed Minutes, after adding, "upholding dismissal" to Section 6 of the November 17, 2014, Minutes. The Motion was seconded by Vice Chair Allen. Motion carried. (3 Ayes, 0 No, 0 Abstain)

Ms. Cassidy provided details and clarification of the CSB procedures, protocols and rules for confidential hearings to the public, staff and Board Members.

VI. CURRENT BUSINESS**A. ORAL REPORTS**

1. **CITY-WIDE AND HUMAN RESOURCES MATTERS** – Terri L. Cassidy, Deputy City Manager/HR Director

Deputy City Manager/HR Director/Secretary to the Board Cassidy announced the retirement of Deputy HR Director Lauren Farley and commented on her experience with the City. She reported that a City celebration will be held Wednesday, December 17, and that additional information regarding the event will be sent to Members of the Board.

Additionally, she reported that Ms. Farley arranged for leadership and supervision training and commented on the topics.

Ms. Cassidy provided an overview of the new City Council Members orientation meeting and noted that their swearing-in ceremony will take place next week, December 9.

a. Schedule January 2015 Regular Meeting of the Civil Service Board.

Ms. Cassidy announced that City Hall will be closed for the upcoming Holidays between Christmas Eve (12/24/2014) through New Year's Day (1/1/2015). The next CSB meeting is scheduled January 5, 2015, and in order to allow staff to prepare, she asked whether the Board would be willing to postpone the meeting until the following Monday, January 12, 2015, or Wednesday, January 7, 2015.

Members of the Board concurred to direct staff to schedule the next CSB meeting for Monday, January 12, 2015.

Ms. Cassidy will verify the availability of Board Members Dunlap and Herdman. She expressed wishes, on behalf of staff, for a Happy Holiday Season.

On behalf of the Board, Chair Logan expressed wishes to staff for a Happy Holiday Season.

2. FIRE DEPARTMENT MATTERS – Scott Poster, Fire Chief

Fire Chief Scott Poster reported no major fires during the months of October and November. Due to the anticipated, upcoming storm, the Fire Department is preparing for potential flooding. He commented positively on Ms. Farley's work with and support of the Fire Department. He noted that she will be missed.

Chief Poster addressed preparations for the new City Council. He expressed his appreciation for HR for assisting with two difficult assessment center exams.

Other Fire Department matters:

- 10,000 service calls this year
- Completion of a Battalion Chief testing
- Recruitment and testing for the Training Captain position
- Fire Paramedic testing to fill four vacant positions
- City Hall Employees Blood Drive will be held on January 26, 2015.

- A new Paramedic Assessment Unit was installed at the Balboa Station. He added that the Department has been approved, from the State, to begin a Community Paramedic Program, which will look at alternative destinations.

Chief Poster provided an overview of Marine Operations including rescues, preventative actions and medical aids, as well as visitors to the beach during October and November. He addressed notable events in Marine Operations and the selection of a new Lifeguard Battalion Chief.

- a. Recognition & Appreciation of Years of Service for former Civil Service Board Member Doug Coulter.

Fire Chief Poster recognized former Board Member Doug Coulter for his years of service on the Civil Service Board. He presented Mr. Coulter with a Maltese cross in appreciation for his service.

Mr. Coulter expressed his gratitude for the recognition.

Chair Logan commented positively on Mr. Coulter's service and expressed his appreciation.

3. **POLICE DEPARTMENT MATTERS** – Mark Hamilton, Police Sergeant

Police Sergeant Mark Hamilton commented on Ms. Farley's service to the City and the Police Department and wished her well on her retirement.

Sergeant Hamilton provided an update on the Department's recruitment process and thanked HR staff for their help, as well as RCS Investigations. He addressed the hiring of two, part-time Police Custody Officers and four Lateral Police Officers. They will begin the recruitment process for another new Lateral Police Officer. Once the Swearing-In Ceremony is scheduled, the Board Members will be notified.

The Department continues to have active recruitment and selection for new Police Cadets, Police Recruits, a Police Custody position and an oral panel is scheduled for a new Police Civilian Investigator position. Additionally, he addressed upcoming Police Dispatcher interviews, Police Custody Officer testing and reported the Department is in the process of creating a City-wide video highlighting the recruiting process for Police Officers and other City employees.

Chair Logan thanked the Police Department for their good work throughout the year and wished everyone a Happy Holiday Season.

VII. **CIVIL SERVICE BOARD ANNOUNCEMENTS OR MATTERS WHICH MEMBERS WOULD LIKE PLACED ON A FUTURE AGENDA FOR DISCUSSION, ACTION OR REPORT (NON-DISCUSSION ITEM)**

Vice Chair Allen reported there will be no Speak Up Newport meeting this week and that the next meeting will be in January, at the Civic Center. She thanked Ms. Farley for her service to the City and noted that she will be missed. Board Member Talbot expressed his well-wishes to Ms. Farley.

VIII. ADJOURNMENT

There being no further business to come before the Civil Service Board, the meeting was adjourned at 5:44 PM.

The agenda for the Regular Meeting was posted on November 26, 2014, before 5:00 p.m., on the City's website, public counter in the Human Resources Department (Bay A2) and in the Meeting Agenda Binder located in the entrance of the City Council Chambers at 100 Civic Center Drive.

Prepared by:

Jyll C. Ramirez, Admin. Specialist to the Deputy City Manager
City of Newport Beach, Human Resources

Approved by:

Hugh Logan, Chairperson
Civil Service Board 2014/2015