



CIVIL SERVICE BOARD AGENDA

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

Monday, April 6, 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, Human Resources Specialist II

- 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 MARCH 2, 2015, REGULAR MEETING. Waive reading of subject Minutes, approve as written and order filed.

VI. CURRENT BUSINESS

A. DISCUSS AND DECIDE THE PROCESS FOR CIVIL SERVICE BOARD APPOINTEE NOMINATED BY THE CIVIL SERVICE BOARD AS STATED IN SECTION 710 OF THE CITY CHARTER

B. ORAL REPORTS

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

a. **Ackerman Scholarship Program** – Rebecca Redyk, Human Resources Manager

2. **FIRE DEPARTMENT MATTERS** – Scott Poster, Fire Chief

3. **POLICE DEPARTMENT MATTERS** – Jonathan Stafford, Deputy Director of Police Services

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, March 2, 2015
REGULAR MEETING
5:00 PM

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

Chair Hugh Logan called the meeting to order at 5:00 PM.

II. ROLL CALL

Civil Service Board Members:

Hugh Logan, Chair

Debra Allen, Vice Chair

James "Mickey" Dunlap, Board Member (excused absence)

Jeff Herdman, Board Member

Maiqual Talbot, Board Member

Staff Members:

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

Jason Guyser, Assistant City Attorney

Jyll Ramirez, Administrative Specialist to the Deputy City Manager

III. FLAG SALUTE – Led by Board Member Herdman

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 addressed the Board and explained that he found the City's personnel structure confusing. He requested a clearer, more concise outline.

Deputy City Manager/HR Director/Secretary to the Board Terri L. Cassidy clarified the City's process and Council's delegation, within the Municipal Code, to the City Manager.

Vice Chair Allen requested a future review of the City's non-safety employee processes, Civil Service Board procedures and the employee appeals process.

There being no others wishing to address the Civil Service Board, Chair Logan closed public comments.

V. CONSENT CALENDAR

A. APPROVAL OF MEETING MINUTES

1. APPROVE MINUTES FOR THE FEBRUARY 2, 2015, REGULAR MEETING. Waive reading of subject Minutes, approve as written and order filed.

Vice Chair Allen made a Motion to waive reading of, approve and file the Minutes as listed above (as amended). The Motion was seconded by Board Member Herdman. Motion carried. (4 Ayes, 0 No, 0 Abstain).

VI. CURRENT BUSINESS

A. NEWPORT BEACH CITY CHARTER, SECTION 705, PERTAINING TO BOARDS AND COMMISSIONS VACANCIES

Ms. Cassidy reported that Board Member Dunlap has not been able to attend Board meetings due to circumstances beyond his control. In accordance with the City Charter, she reported that the Civil Service Board must grant permission if a Board Member is absent for three or more consecutive meetings. She referenced a letter from Board Member Dunlap asking for permission to excuse his prior absences, including this meeting.

Chair Logan reported speaking with Board Member Dunlap and that he fully intends to attend the Board's meeting in April.

Vice Chair Allen stated that in her understanding of City Charter, Board Member Dunlap was never in violation of Section 705, as his consecutive absences have all been excused.

Assistant City Attorney Jason Guyser explained the requirements under this item.

Vice Chair Allen made a Motion to grant Board Member Dunlap permission to excuse his three prior consecutive absences, as well as this meeting. The Motion was seconded by Board Member Talbot.

Board Member Herdman offered an amendment to the motion that if Board Member Dunlap is unable to attend the April 6 Meeting, the Board should look for a replacement.

The amended motion failed for lack of a second.

Motion carried. (4 Ayes, 0 No, 0 Abstain).

B. ORAL REPORTS

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

Deputy City Manager/HR Director Cassidy reminded Board Members to submit their Form 700 to the City Clerk's Office, noting that they are due by April 1, 2015, at 5:30 PM. Additionally, Board Members' on-line ethics training is due no later than March 20. She announced that the Employee Service Awards event will be held June 18, at noon. More information will be provided. Ms. Cassidy addressed the Civil Service Board's application process and noted that the deadline to submit applications to the City Clerk's Office is May 13.

Ms. Cassidy congratulated Sheri Anderson and Rebecca Redyk on their recent promotions from HR Supervisor to HR Manager.

2. FIRE DEPARTMENT MATTERS – Scott Poster, Fire Chief

Fire Chief Scott Poster provided an update of Fire Operations including the success of the recent Blood Drive. He reported on a boat fire, February 28, adding that the fire is still under investigation. He addressed completion of a Fire Captain's exam adding that 13 people passed the written test and that a static simulator test will take place on March 3. The Fire Paramedic test was recently conducted and nine (9) people passed it, successfully. He announced that tonight is the all-hands meeting for the CERT program, at 6:30 PM, in the Library. Other all-hands meetings will be held June 9 and September 8. He presented statistics on Marine Operations, noting that a CAD system is now in place, and reported that a Junior Lifeguard swim test was held on March 1 - 649 candidates passed the test. Last week, the beach was closed and patrolled for a short time due to an advisory report for lightning activity. Chief Poster announced a dedication ceremony for the new Lifeguard Headquarters, in honor of fallen Lifeguard, Ben Carlson, March 8, at noon. Lifeguard try-outs will be conducted at 9:00 AM, on March 8 as well.

Board Member Talbot announced CERT recruitment at the Farmers' Market.

3. POLICE DEPARTMENT MATTERS – Jonathan Stafford, Deputy Director of the Police Department

Deputy Director Stafford presented an update on Police Department matters, including the Cadet and Explorer programs, promotions of two (2) Police Cadets to Community Service Officers, the recent graduation of 14 Explorers, and reported that there are currently 10 Probationary Officers that are done with training. He announced the Annual Police Appreciation Breakfast is March 12 at the Hyatt Regency. Additionally, he reported on a Police Department application and presented an example of same and addressed a data-sharing service,

LINKS, in which the Department will be participating. He commented on the recent, successful efforts of Detective Monarch in locating a homeless man whose mother was terminally ill and wanted to speak to her son before she passed away.

Board Member Allen reported she will be unable to attend the Police Appreciation Breakfast and extended her apologies.

Board Member Herdman commented on a recent meeting of the President and Vice President of the Balboa Island Residents Association and representatives from the Police Department regarding vehicular and pedestrian traffic issues during Junior Lifeguard events. He added that the Police Department has done a great job in supervising traffic during arrival and drop-off times. He thanked the Police Department and asked that it continue to be a priority. He encouraged the Department to begin issuing citations this summer.

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 announced that a Speak Up Newport (SUN) meeting will be held March 11, with a reception starting at 5:30 PM and the meeting starting at 6:00 PM, in the Community Room. The topic will be Newport Harbor and will include a video of a tour of the Harbor in which the Harbor Commission participated.

Chair Logan listed upcoming events (announced during the meeting and noted in the Minutes) for the Civil Service Board.

VIII. ADJOURNMENT

There being no further business to come before the Civil Service Board, the meeting was adjourned at 5:48 PM.

The agenda for the Regular Meeting was posted on February 26, 2015, 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

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