



CIVIL SERVICE BOARD AGENDA

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

Monday, August 3, 2015 - 5:00 PM Regular Meeting

Civil Service Board Members:

Debra Allen, Board Member
James “Mickey” Dunlap, Board Member
Jeff Herdman, Board Member
Maiqual Talbot, Board Member
Roberta Fesler, Board Member

Staff Members:

Terri L. Cassidy, Secretary to the Board, Deputy City Manager/
Human Resources Director
Leonie Mulvihill, Assistant City Attorney
Rebecca Redyk, Human Resources Manager
Marissa Sur, Administrative Specialist to the Deputy City Mgr

- I. CALL MEETING TO ORDER**
- II. ROLL CALL**
- III. FLAG SALUTE**
- IV. ANNOUNCE AND CONGRATULATE NEW BOARD MEMBER ROBERTA FESLER ON HER APPOINTMENT BY CITY COUNCIL TO THE CIVIL SERVICE BOARD FOR THE JULY 1, 2015 – JUNE 30, 2019 TERM (APPOINTMENT ANNOUNCED AT JULY 14, 2015 CITY COUNCIL, REGULAR MEETING)**
- V. CHAIRPERSON ELECTION FOR 2015/16 CHAIRPERSON – TERRI CASSIDY, SECRETARY TO THE BOARD**
- VI. VICE CHAIRPERSON ELECTION FOR 2015/16 – NEWLY ELECTED 2015/16 CHAIRPERSON**
- VII. 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.

VIII. CONSENT CALENDAR

A. APPROVAL OF CIVIL SERVICE BOARD MEETING MINUTES

1. APPROVE MINUTES FOR THE JULY 6, 2015 REGULAR MEETING. Waive reading of subject Minutes, approve as written and order filed.

IX. CURRENT BUSINESS

A. ORAL REPORTS

1. **CITY-WIDE AND HUMAN RESOURCES MATTERS** – Terri L. Cassidy, Deputy City Manager/HR Director
 - a. Welcome Leonie Mulvihill, City Attorney's Office Designee to the Civil Service Board
 - b. Status Report: Human Resources Director Recruitment
2. **FIRE DEPARTMENT MATTERS** – Scott Poster, Fire Chief
3. **POLICE DEPARTMENT MATTERS** – Jonathan Stafford, Deputy Director of Police Services

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

XI. 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, July 6, 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
Jeff Herdman, Board Member
Maiqual Talbot, Board Member

Staff Members:

Terri L. Cassidy, Deputy City Manager/HR Director/Secretary to the Board (Absent)
Rebecca Redyk, Human Resources Manager
Jason Guyser, Assistant City Attorney
Marissa Sur, Administrative Specialist to the HR Director

III. FLAG SALUTE – Led by Board Member Talbot

IV. PUBLIC COMMENTS

The notice was read by Marissa Sur, Administrative Specialist to the HR Director.

Interested parties were invited to address the Board.

Jim Mosher commented on the new City website, the fee schedules for the Fire and Police Departments, and the Rules and Regulations for the Civil Service Board. Regarding the June Draft Minutes, he commented that the names of the subcommittee established to interview the Civil Service Board candidates and the names of the three candidates approved by the Board were not included. He also reminded the Board of his request for a review of the structure of the Civil Service System.

Human Resources Manager Redyk reported that she will convey Mr. Mosher's comments to HR Director Terri Cassidy. Chair Logan asked Ms. Redyk if the Board had agreed to the review of the personnel structure, and suggested that rather than conducting a comprehensive review, maybe selecting a few items to review.

Board Member Dunlap noted that the Board has reviewed its rules, extensively, during the last Charter review, and referred Mr. Mosher to Section 700 of the Charter which outlines the role of the Civil Service Board. Board Member Allen followed up stating there was a comprehensive review of the rules in 2010, which was a massive undertaking. She added that another review is not needed at this time and suggested reviewing specific areas of concern.

Board Member Mike Talbot commented on the extensive training and materials provided by the Human Resources Department for each new Civil Service Board Member, and commented that the new Board Member must also take the initiative to review the documents. Board Member Herdman reported that he was on the Charter Review Committee and that the rules were reviewed in depth at that time.

Board Member Allen addressed Mr. Mosher's comments regarding the memo mentioned at the June meeting stating that the members of the Subcommittee were decided upon in the May meeting and included in the May Minutes. She also addressed his request for the names of the three candidates, adding that she will be making a motion to add the names to the June Minutes. She addressed the memo from HR Director Terri Cassidy, asking the Assistant City Attorney if it is confidential or appropriate to make it a part of the public record.

Assistant City Attorney Jason Guyser advised that he would have to review the memo to determine if it is confidential, but including a copy to the City Attorney's Office does not necessarily make it confidential work product.

V. CONSENT CALENDAR

A. APPROVAL OF CIVIL SERVICE BOARD MEETING MINUTES

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

Vice Chair Allen made a Motion to amend the June Minutes to include the names of the three Civil Service Board candidates recommended by the subcommittee and subsequently approved by the full Board, and reference the memo from HR Director Terri Cassidy if it is not deemed confidential by City staff. Motion was seconded by Board Member Dunlap. Motion carried, approved as amended. (5 Ayes, 0 No, 0 Abstain).

VI. CURRENT BUSINESS

A. PRESENTATION OF SERVICE AWARDS

Awards were presented by Interim Assistant City Manager Carol Jacobs to Vice Chair Allen for her fifteen years of combined service on the Parks, Beaches and Recreation Commission and the Civil Service Board, Board Member Dunlap for his fifteen years of service on the Civil Service Board, and Board Member Talbot for his five years on the Civil Service Board. Ms. Jacobs thanked the Board Members for their service to the City.

B. ORAL REPORTS

- 1. CITY-WIDE AND HUMAN RESOURCES MATTERS –** Rebecca Redyk, Human Resources Manager

Human Resources Manager Rebecca Redyk thanked Chair Logan for returning for the July Meeting and his continuing willingness to serve. She advised the Board that the

students awarded the City Scholarship will receive their scholarship money upon presentation of proof of enrollment. Once all recipients have picked up their awards, all of the names will be posted in the City Manager's Newsletter.

Ms. Redyk reported that on June 25, seven City employees graduated from the CSUF Orange County Public Agency Consortium Leadership Development for Public Agencies Graduation – Assistant Fire Chief Chip Duncan, Police Lieutenant Joe Cartwright, Librarian III Natalie Basmacyan, Associate Planner Rosalinh Ung, Executive Assistant to the City Manager Shirley Oborny, Field Superintendent II Steffen Catron and Principal Engineer Samir Ghosn. She offered her congratulations on behalf of the Human Resources Department for their achievements.

2. FIRE DEPARTMENT MATTERS – Scott Poster, Fire Chief

Fire Chief Scott Poster reported that July 6 marked the one year anniversary of Lifeguard Ben Carlson's passing. He invited Board Members to attend a ceremony to be held at Lifeguard Headquarters after the Civil Service Board Meeting at 7:30 pm.

Other Fire Department matters for the month of June presented by Chief Poster included a boat fire on June 12 which resulted in a minor burn injury for one firefighter, a gathering held by Peninsula Pointe HOA on June 26 for the Fire Department, which had 350 people in attendance, and a lightning strike on the beach on June 30 which resulted in a brief beach closure. He also noted that the Fourth of July had an increase in activity by 15%, but no significant actions or injuries to report.

Chief Poster reported to the Board the Fire Department has been working with Human Resources to prepare for several upcoming vacancies in the Fire Department, including Battalion Chief, Fire Engineer, Lifeguard Captain, and Part-Time Lifeguard. He also informed Board Members that new Captains and Battalion Chief Candidates attended first leadership training, and presented an overview of the Marine Operations statistics for the first half of the year, which are published in the latest edition of Fireline.

On behalf of the Fire Department and Lifeguards, Chief Poster presented Chair Logan with a plaque as a thank you for his time on the Civil Service Board. He expressed his appreciation for the Chair's attendance at so many City events. He also presented Chair Logan with a backpack and beach towel from the Newport Beach Lifeguards.

Board Member Herdman inquired about the process of the Battalion Chief exam which the Fire Department works with the Human Resources to prepare. HR Manager Rebecca Redyk explained that each exam is developed by the Human Resources department with the assistance of the Fire Department and reviewed by subject matter experts.

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

Deputy Director of Police Services Jonathan Stafford presented an overview of Police Department matters for the month of June. He addressed the activity over the July 4 weekend, stating that about 300 employees worked the July 4 holiday, including volunteers, explorers and cadets. The Police Department also had assistance from

several outside agencies. He was pleased to report that there were no major incidents over the holiday weekend, and the number of arrests was down from last year.

Deputy Director Stafford reported that the Newport Beach Police Department received the Golden Hub of Innovation Award from the Association of California Cities, Orange County for their "Stolen Collection" ad campaign 2013 to 2014. He also notified the Board of the upcoming promotional ceremony on July 13 for two Sergeants and one Police Civilian Investigator.

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 Speak up Newport will hold its next meeting on July 8th, in the Community Room and will be discussing undergrounding of utilities with City Engineer Mark Vukojevic in attendance to explain the process and answer questions.

Chair Logan thanked the City, staff and Board colleagues for their support.

VIII. ADJOURNMENT

There being no further business to come before the Civil Service Board, the meeting was adjourned at 5:43 PM.

Prepared by:

Marissa Sur, Administrative Specialist to the Deputy City Manager
City of Newport Beach, Human Resources

Approved by:

Chairperson
Civil Service Board 2015/2016