

# CIVIL SERVICE BOARD MEETING MINUTES



DATE: August 3, 2009  
5:00 pm –pm

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

STAFF: Terri L Cassidy, Human Resources Director/Secretary to the Board  
Mynette Beauchamp, Assistant City Attorney  
Jyll C Ramirez, Administrative Assistant to the HR Director

GUESTS: Homer Bludau, City Manager  
Sheri Anderson, Senior HR Analyst  
Bob Luman, Police Chief, Interim  
Steve Lewis, Fire Chief  
Caroline Logan  
Paul Matheis, Fire Division Chief  
Rebecca Redyk, HR Supervisor  
Terry Ulaszewski, Fire Support Services Manager  
Tom Gazsi, Police Captain  
Dale Johnson, Police Captain

## **CALL TO ORDER - 5:00 PM**

Vice Chairperson Coulter called the meeting to order at 5:00 p.m.

**ROLL CALL**

All present.

1. **FLAG SALUTE**

Led by Board Member Logan.

2. **WELCOME NEW BOARD MEMBER MAIQUAL “MIKE” TALBOT**

Vice Chairperson Coulter welcomed new Board Member Mike Talbot to the Board and presented him with his official Board Member badge.

3. **ELECTION OF TEMPORARY CHAIRPERSON**

Board Member Dunlap nominated Vice Chairperson Doug Coulter as the temporary Chairperson until the formal action can be taken at the August 3, 2009 meeting. Board Member Allen seconded the Motion. It was approved 5 Ayes, 0 No.

4. **ELECTION OF TEMPORARY VICE CHAIRPERSON**

Board Member Dunlap nominated Board Member Logan as the temporary Vice Chairperson until the formal action can be taken at the August 3, 2009 meeting. Chairperson Coulter seconded the Motion. It was approved 5 Ayes, 0 No.

5. **APPROVAL OF JUNE 1, 2009 MINUTES**

A Motion was made by Chairperson Coulter to approve the Minutes for June 1, 2009. Vice Chairperson Logan seconded the Motion. It was approved 5 Ayes, 0 No.

6. **MONTHLY REPORT FROM THE SECRETARY TO THE BOARD.**

Ms. Cassidy reported to the Board:

- a. The Employee Performance Evaluation Analysis was conducted by Human Resources and the City-wide percentage has improved 3% from last quarter.
- b. HR provided new Board Member Talbot with the City's official Performance Evaluation Training Manual. Additional training for the online process will be provided, if requested.
- c. The City Manager Recruitment has opened and will close on Monday, July 13, 2009. The Executive Recruiter (Teri Black & Co.) will screen the submitted applications down before the City Council begins to interview the applicants. The new City Manager is expected to be with the organization in early September, which is when City Manager Bludau hopes to retire.
- d. Following the City Manager recruitment and with the recent retirement of Dennis Danner, Teri Black & Company will then begin the recruitment for a new Administrative Services Director, who will be selected by the new City Manager in the fall of 2009.
- e. Subsequent to the announcement of Police Chief Klein's retirement, HR has been working with the City Manager to fill the position with an interim Police Chief. The process was executed quickly, and the conclusion is near with an announcement expected by the end of this week. The interim Police Chief will be a 6-month assignment; therefore, the permanent Police Chief recruitment is expected to begin once a new City Manager is hired.
- f. Board Member Talbot came by for a brief orientation and to pick up his documents to use as reference tools during his Civil Service Board tenure. Ms. Cassidy offered the same opportunity to the other Board Members, since she has not yet had the chance to sit down one-on-one with them to discuss any needed materials or procedures and rules.

Board Member Dunlap will supply Ms. Cassidy with a list of documents needed.

Chairperson Coulter noted that the Public Works and Planning Departments would benefit by being more diligent with their employees' evaluations.

City Attorney Hunt reported that the PMA investigation is coming to an end with three more interviews to complete. Transcripts and a thorough, complex chronological report are being prepared. If the report is not completed by the August 3, 2009 meeting, it will be concluded shortly afterwards and a special meeting will be conducted to submit the report to the CSB for review.

Board Member Allen requested a special Meeting to devote to the PMA investigation.

## 7. **STATUS REPORT**

### **FIRE DEPARTMENT**

Terry Ulaszewski welcomed and introduced himself to Board Member Talbot.

Mr. Ulaszewski reported:

- Last week, the Fire Department had a kick-off for all their new and returning lifeguards.
- One Firefighter is in paramedic school and expected to finish in four months.
- Three retirements in June: Fire Captain Robert "Terry" Hoiland, Fire Engineer Steven Mc Nichols and Lifeguard Battalion Chief Eric Bauer.

### **POLICE DEPARTMENT**

Chief Klein acknowledged the Police Department's overall improvement regarding late performance evaluations. He attributed this remarkable improvement to the hard work of his Administrative Assistant Suzanne Haro. Ms.

Haro took the lead and organized and trained staff members to improve the process. Chief Klein commended Ms. Haro on her phenomenal job.

He continued to report:

- The Police Department is looking at hiring three new Police Officers in the next month, bringing the number of staff members up to 146. Three positions will be left open due to the 2% budget cut.
- A reclassification of the Video Production Manager to a Custody Officer position has been requested. The PD is working with HR to compose a new job description and duties.
- The Promotional Process Committee, led by Captain Kaminsky with participants from the PMA, PEA, and candidates from promotional classes and HR, has proposed their recommendations regarding the promotional process with no drastic changes.
- This will be his last attendance to the CSB meetings, due to his retirement in two days. He thanked the Board and expressed his honor and pleasure in working with them.

All Board Members thanked and shared their appreciation and respect for Chief Klein.

On behalf of the Human Resources Department, Ms. Cassidy thanked Chief Klein for his leadership and for allowing HR to participate on the Promotional Committee. On a more personal note, she thanked him for his welcoming attitude when she started with the City of Newport Beach in January 2009.

**8. REQUEST APPROVAL OF THE FIRE PARAMEDIC ELIGIBILITY LIST**

A Motion was made by Board Member Dunlap to approve the Fire Paramedic eligibility list. Board Member Allen seconded the Motion. It was approved 5 ayes, 0 no.

9. **REQUEST APPROVAL OF THE POLICE DEPARTMENT ELIGIBILITY LISTS**
- a. Police Officer - Lateral
  - b. Police Recruit – Academy Trained
  - c. Police Recruit – Not Academy Trained

Chairperson Coulter moved that all three lists be approved with one single Motion.

A Motion was made by Board Member Allen to approve all three eligibility lists with one Motion. Vice Chairperson Logan seconded the Motion. It was approved 5 Ayes, 0 No.

10. **REQUEST APPROVAL TO EXTEND THE PROMOTIONAL SERGEANT LIST THREE MONTHS TO OCTOBER 16, 2009**

Board Member Dunlap commented that he favored approving the promotional lists, since both Police Associations (PEA and PMA) requested that Chief Klein extend the lists. He continued by stating for the record that the Board, in approving these lists, is not making any decision regarding the PMA's investigation into the promotional process.

Chairperson Coulter opened the discussion to the public and asked if there were any comments or objections to the extension of the promotional lists. There were none.

A Motion was made by Board Member Dunlap to approve the extension of the Promotional Police Sergeant list three months to October 16, 2009. Vice Chairperson Logan seconded the Motion. It was approved 5 ayes, 0 no.

11. **REQUEST APPROVAL TO EXTEND THE PROMOTIONAL LIEUTENANT LIST THREE MONTHS TO NOVEMBER 4, 2009**

A Motion was made by Board Member Dunlap to approve the extension of the Promotional Police Lieutenant list three months to November 4, 2009. Vice Chairperson Logan seconded the Motion. It was approved 5 ayes, 0 no.

12. **REQUEST APPROVAL TO EXTEND THE PROMOTIONAL CAPTAIN LIST THREE MONTHS TO DECEMBER 3, 2009**

A Motion was made by Board Member Allen to approve the extension of the Promotional Police Captain list three months to December 3, 2009. Board Member Talbot seconded the Motion. It was approved 5 ayes, 0 no.

13. **NOTIFICATION OF A CHANGE IN STATUS FOR COMMUNITY SERVICES OFFICER AMY PARK**

Ms. Cassidy brought to the Board's attention an exception that occurred and was recently discovered involving an employee who was placed in a position without going through the correct testing process and has already successfully passed the one-year probation period. Ms. Cassidy requested the Board's approval to allow Ms. Park to continue working in her current Community Service Officer position. As the City's policies are being reviewed and analyzed during a comprehensive rule review, it is anticipated that some of these discoveries may occur. However, once the study has concluded, the process will be more clear and concise and eliminate these problems in the future.

Board Member Allen requested to review the outcome of Mr. Praet's rule review.

A Motion was made by Vice Chairperson Logan to allow Amy Park to remain in the Community Services Officer position. Board Member Allen seconded the Motion. It was approved 5 ayes, 0 no.

14. **BOARD MEMBER COMMENTS**

On behalf of the Board, Board Member Dunlap recognized and acknowledged the attendance of two, 16-year veteran, former Civil Service Board Members, Paula Godfrey and Bert Carson.

15. **ITEMS FOR FUTURE AGENDA**

The formal election of the Chairperson and Vice Chairperson.

16. **PUBLIC COMMENTS**

City Manager Homer Bludau commended the Police and Fire Departments on a successful 4<sup>th</sup> of July. He thanked Police Chief Klein for staying on and seeing the Police Department through another 4<sup>th</sup>.

Mr. Bludau announced to the Board that he intends to publicly announce the new interim Police Chief tomorrow.

Regarding the recruitment for a new City Manager, Mr. Bludau notified the Board that the City Council will begin interviewing the 1<sup>st</sup> week of August. He expects his last day to be any time between September 1 and 15.

Chairperson Coulter wished Mr. Bludau well and told him that it has been a pleasure to live in a City that has been run so well under his direction.

Board Member Dunlap told Mr. Bludau that he is impressed with the way Mr. Bludau has re-built the organization and he's enjoyed watching him do so.



Board Member Talbot introduced himself to the Board Members, staff and audience. He complimented the professionalism of the HR and City Clerk Departments in providing him with tools needed for his appointment.

17. **ADJOURNMENT**

The Civil Service Board meeting adjourned at 5:46 p.m.

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Terri L. Cassidy, J.D.  
Secretary to the Board  
Director of Human Resources