



CITY OF NEWPORT BEACH CIVIL SERVICE BOARD AGENDA

Council Chambers – 3300 Newport Boulevard, Building A
Monday, December 5, 2011 – 4:00 PM

Civil Service Board Members:

Debra Allen, Chair
Mickey Dunlap, Vice Chair
Douglas Coulter
Hugh Logan
Maiqual Talbot

Staff Members:

Terri Cassidy, HR Director & Secretary to the Board
Aaron Harp, City Attorney
Jyll Ramirez, Administrative Assistant to the HR Director

- 1) **PRESENTATION TO BOARD MEMBERS (4:00 PM)** – Firefighters/Public Safety Officers Procedural Bill of Rights Training by Attorney Christy O’Donnell, McCune & Harber, LLP
- 2) **CALL MEETING TO ORDER (5:00 PM)**
- 2) **ROLL CALL**
- 3) **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.

4) **APPROVAL OF MINUTES**

Meeting of November 7, 2011 – Waive reading subject Minutes, approve as written and order filed.

This Civil Service Board is subject to the Ralph M. Brown Act. Among other things, the Brown Act requires that the Civil Service Board’s agenda be posted at least seventy-two (72) hours in advance of each regular meeting and that the public be allowed to comment on agenda items before the Civil Service Board and items not on the agenda but are within the subject matter jurisdiction of the Civil Service Board. The Civil Service Board may limit public comments to a reasonable amount of time, generally three (3) 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. If requested, this agenda will be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and the federal rules and regulations adopted in implementation thereof. Please contact the City Clerk’s Office at least forty-eight (48) hours prior to the meeting to inform us of your particular needs and to determine if accommodation is feasible at (949) 644-3005 or cityclerk@newportbeachca.gov.

5) CURRENT BUSINESS

A. Oral Reports

1. Secretary to the Board (Terri L. Cassidy, Human Resources Director)
 - a. Reschedule the January 11, 2012 CSB Regular Meeting (previously approved at November 7, 2011 CSB Meeting) - Recommendation: Monday, January 9, 2012
 - i. 2:00 pm – 4:30 pm - Preliminary Hearing Matters for Disciplinary Appeal
 - ii. 4:30 pm – 5:30 pm – Regular Meeting
 - b. Schedule Date of Disciplinary Appeal Hearing (Civil Service Employee) – New Matter
 - c. Reminder/Confirmation – Discipline Appeal Hearing (Civil Service Employee) scheduled for February 22, 23 and 24, 2012 beginning at 9:00 am in the Council Chambers (Closed Hearing)
 - d. Recruitment Status for Fire and Police Department Assistant Chiefs
 - e. Recruitment Activity Report for 2011
2. Fire Department – Ralph Restadius, Acting Fire Chief
3. Police Department – Dennis Birch, Acting Police Captain

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

7) ADJOURNMENT