



CITY OF NEWPORT BEACH CIVIL SERVICE BOARD AGENDA

**Council Chambers – 100 Civic Center Drive, Newport Beach, 92660
Monday, November 4, 2013**

4:30 PM Closed Session - 5:00 PM Regular Meeting

Civil Service Board Members:

Maiqual Talbot, Chairperson
Douglas Coulter, Vice Chairperson
Debra Allen, Board Member
James “Mickey” Dunlap, Board Member
Hugh Logan, Board Member

Staff Members:

Terri L. Cassidy, Deputy City Manager/HR Director/Secretary to the Board
Leonie Mulvihill, Assistant City Attorney
Jyll Ramirez, Administrative Assistant to the HR Director

Legal Advisor to the Board:

Roy Clarke, Attorney, Richards Watson Gershon

- 1) CONVENE (4:30 PM)**
- 2) ROLL CALL**
- 3) FLAG SALUTE**
- 4) 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.

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) ADJOURN TO CLOSED SESSION

- A. Public Employee Discipline/Dismissal/Release pursuant to California Government Code § 54957

6) RECONVENE TO REGULAR MEETING (5:00 PM)

- A. Closed Session Report

7) CONSENT CALENDAR

- A. APPROVAL OF MEETING MINUTES
CSB Regular Meeting of October 7, 2013 – Waive reading subject Minutes, approve as written and order filed.

8) CURRENT BUSINESS

A. ORAL REPORTS

1. Human Resources/City-Wide - Terri L. Cassidy, Secretary to the Board and Deputy City Manager/Human Resources Director
2. Fire Department - Scott Poster, Fire Chief
3. Police Department - Dennis Birch, Police Lieutenant

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

10) ADJOURNMENT

CITY OF NEWPORT BEACH CIVIL SERVICE BOARD MINUTES
Council Chambers – 100 Civil Center Drive
Monday, October 7, 2013
REGULAR MEETING
5:00 PM

1) CALL REGULAR MEETING TO ORDER (5:00 PM)

Chairperson Maiqual Talbot called the meeting to order at 5:00 PM.

2) ROLL CALL

Civil Service Board Members:

Maiqual Talbot, Chairperson
Douglas Coulter, Vice Chairperson
Debra Allen, Board Member
James "Mickey" Dunlap, Board Member
Hugh Logan, Board Member

Staff Members:

Terri L. Cassidy, Deputy City Manager/HR Director/Secretary to the Board
Leonie Mulvihill, Assistant City Attorney
Jyll Ramirez, Administrative Assistant to the Human Resources Director

Legal Advisor to the Board:

Roy Clarke, Attorney, Richard Watson Gershon

It was noted that all Board Members were present.

3) FLAG SALUTE – Vice Chairperson Coulter

4) PUBLIC COMMENTS

The notice was read by Administrative Assistant to the HR Director Jyll Ramirez.

Interested parties were invited to address the Board. There was no response and the Public Comments portion of the meeting was closed.

5) CONSENT CALENDAR

A. APPROVAL OF MEETING MINUTES

CSB Regular Meeting of September 9, 2013 – Waive reading subject Minutes, approve as written and order filed.

Vice Chairperson Coulter made a Motion to waive reading the September 9, 2013, Meeting Minutes, approve as written and ordered filed. The Motion was seconded by Board Member Logan. It was approved 5 Ayes, 0 No.

6) CURRENT BUSINESS

A. STATUS REPORT AND SCHEDULE DATE FOR PRE-HEARING MOTION IN CONFIDENTIAL TERMINATION APPEAL OF CIVIL SERVICE EMPLOYEE – Roy Clarke, Attorney and Legal Advisor to the Board, and Terri L. Cassidy, Deputy City Manager/Human Resources Director and Secretary to the Board

Ms. Cassidy introduced the item and deferred to Attorney and Legal Advisor to the Board Roy Clarke.

Mr. Clarke explained the matter and stated that because it is a confidential appeal, staff is not able to identify the party involved or discuss the circumstances at this time. He reported there is a Motion that has been made that needs to be discussed by the Board and he has been working with the Chair to schedule the matter. Mr. Clarke explained that the Motion to Stay request should be considered prior to scheduling the appeal hearing and recommended that the Board consider the Motion at the November 4, 2013, Civil Service Board Regular Meeting. He reported that prior to the meeting; he will assemble all of the relevant documents and prepare a summary to distribute to Board Members the week before the meeting when the motion will be considered. Once that date and time are established, he will work with the Chair to establish procedures and notice the matter.

It was noted that Board Member Logan will not be present at that meeting.

Discussion followed regarding the date and time of the meeting and availability of a meeting room that would ensure confidentiality. A request was made that Legal Counsel provide its legal opinion and recommendations at the time of the meeting.

Staff was directed to schedule the meeting for Monday, November 4, 2013, at 4:30 PM, by consensus of the Board.

Ms. Cassidy reported that Mr. Clarke advised having a court reporter present for that matter and that her office will make the arrangements. She added that she will follow up regarding "privatizing" the room for increased confidentiality.

B. ORAL REPORTS

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

Ms. Cassidy apologized for not being available last month noting that she had a labor relations matter that required her attention.

She reported that the City is proceeding with the Classification and Compensation study noting that the Police Department has requested additional, separate meetings with their

employees that she and City Manager Dave Kiff will be facilitating at the Police Department to respond to questions. This item, as well as the new Employee Performance Evaluation system, will be presented to the Board at an upcoming meeting.

With the retirement of Library Services Director Cynthia Cowell, a nationwide search for a new Library Director is being conducted by Teri Black & Company. In addition, a link will be set up on the Library's website asking for community input.

Human Resources has been working on the Police Sergeant promotional exam and background processing of Police Recruit and Firefighter (11) candidates.

Ms. Cassidy reported that the City is currently conducting open enrollment in conjunction with the Affordable Care Act in relation to part-time employees.

Last week, the City Manager held an off-site, team building workshop with Department Heads.

Discussion followed regarding improvements in employee performance evaluations. Ms. Cassidy addressed the new evaluation forms and noted that some departments have had a myriad of activity including the Refuse issue. It was noted that some departments have zero delinquencies.

Ms. Cassidy reported that Mickey Dunlap, a Costa Mesa Police Department volunteer and Board Member, made the front page of the Daily Pilot. She expressed her congratulations to Board Member Dunlap.

2. Fire Department - Scott Poster, Fire Chief

Fire Chief Scott Poster reported on the recent Firefighter Memorial Day event as well as an open house at Fire Station 7, Santa Ana Heights. He noted the attendance of Council and Board Members and commented positively on the event.

Members of the Board commented positively on the open house event.

He added that Firefighters are wearing pink shirts under their uniforms in respect to Breast Cancer Awareness Month.

In Fire Operations, probationary Firefighters are preparing for a promotional exam on October 29 and 30, 2013, and three (3) Firefighters will be attending paramedic training in January. In addition, Firefighters will be receiving water-survival training that will be taught by the Lifeguards.

Chief Poster reported that Seasonal Lifeguard Dispatcher Jack Turner was recently selected by the California Surf Life Saving Association (CSLSA) as one of two representatives for 2014 Lifeguard Exchange in Auckland, New Zealand.

He discussed the upcoming remodel of Lifeguard Headquarters; CERT Volunteer Karen Tringali and Life Safety Specialist II Matt Brisbois went to Washington, D.C. for a National Award presented to the City's CERT team; completion of a City-wide evacuation drill and the Fifth Annual Disaster Preparedness Expo hosted by the Fire Department on September 14, 2013.

Discussion followed regarding the relevancy of water-safety training for Firefighters and plans for the location of operations during the Lifeguard Headquarters remodeling. It was noted that operations will be moved to the old Human Resources trailer at the former City Hall campus. There will be some type of operation at the pier as well.

3. Police Department - Dennis Birch, Police Lieutenant

Police Lieutenant Dennis Birch presented a report on Police Department operations, including participation by Newport Beach Police Officers in the recent Memorial, honoring Laguna Beach Police Officer John Couche.

The Department's SWAT Team served search warrants on persons involved in a large drug-trafficking case. In addition, he reported that Officers Schuster and Jarema responded to a call of a woman not breathing and officers performed life-saving measures until the Fire Department arrived. He added that the woman survived as a result.

Lt. Birch reported that two recruits are now in the Sherriff's Academy. He added that a Sergeant's promotional test is scheduled for October 29, 2013.

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

Board Member Allen announced that Speak Up Newport is holding a forum on the issue of outsourcing Refuse service on Wednesday, October 9, 2013, at 5:30 PM in the Community Room. Council Members Daigle and Petros will be speaking at the event. She invited the public to attend.

8) ADJOURNMENT

There being no further business to come before the Civil Service Board, the meeting was adjourned at 5:32 PM to a Regular meeting of the Civic Service Board on November 4, 2013.

Maiqual Talbot, Chairperson
Civil Service Board 2013/2014