



## **CIVIL SERVICE BOARD AGENDA**

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

**Monday, December 2, 2013 - 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, Secretary to the Board &  
Deputy City Manager/HR Director  
Leonie Mulvihill, Assistant City Attorney  
Jyll Ramirez, Admin Asst to the HR Director

- I. CALL MEETING TO ORDER**
- II. ROLL CALL**
- III. FLAG SALUTE**
- IV. PUBLIC COMMENTS**
- V. CONSENT CALENDAR**
  - A. APPROVAL OF MEETING MINUTES**

MINUTES FOR THE NOVEMBER 4, 2013, CLOSED SESSION AND REGULAR MEETING. Waive reading of subject Minutes, approve as amended, and order filed.
- VI. PRESENTATIONS**
  - A. INTRODUCTION OF NEW PERFORMANCE EVALUATION SYSTEM (PERFORMANCE PRO) – LAUREN FARLEY, HR/RM ADMINISTRATOR /SHERI ANDERSON, HR SUPERVISOR**
  - B. CLASSIFICATION AND COMPENSATION UPDATE – REBECCA REDYK, HR SUPERVISOR/MAGGIE WILLIAMS-DALGART, SR. HR ANALYST**
- VII. CURRENT BUSINESS**
  - A. SET MOTION DEADLINE DATE AND HEARING DATES FOR A CIVIL SERVICE EMPLOYEE APPEAL**

Recommendations:

- Motion Deadline: Friday, April 25, 2014
- Appeal Hearing: Tuesday, May 27, 2014 - Thursday, May 29, 2014

**B. ORAL REPORTS**

- 1. CITY-WIDE AND HUMAN RESOURCES MATTERS – TERRI L CASSIDY, DEPUTY CITY MANAGER/HR DIRECTOR**
- 2. FIRE DEPARTMENT MATTERS – SCOTT POSTER, FIRE CHIEF**
- 3. POLICE DEPARTMENT MATTERS – DENNIS BIRCH, POLICE LIEUTENANT**

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

**IX. ADJOURNMENT**

# CITY OF NEWPORT BEACH

## **Civil Service Board Minutes Civil Service Board Regular Meeting November 4, 2013 – 5:00 p.m.**

### **1. CONVENE – 4:30 PM**

### **2. ROLL CALL**

All Board Members present, except Board Member Hugh Logan, who had an excused absence.

### **3. FLAG SALUTE**

The Pledge of Allegiance was led by Board Member Mickey Dunlap.

### **4. PUBLIC COMMENTS**

Newport Beach Resident Jim Mosher requested clarification on item five (Adjourn to Closed Session). He wanted to know if the employee could have requested an open hearing. Chair Talbot responded that the appellant could have requested an open hearing.

### **5. ADJOURN TO CLOSED SESSION**

Board Members adjourned to the Council Conference Room with Legal Counsel Roy Clarke and Secretary to the Board Terri Cassidy.

### **6. RECONVENE TO REGULAR MEETING (5:39 PM)**

Legal Counsel Roy Clarke announced that there are no reportable actions.

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## **7. CONSENT CALENDAR**

- A. MINUTES FOR THE OCTOBER 7, 2013, REGULAR MEETING.** Waive reading of subject Minutes, approve as amended, and order filed.

Vice Chair Coulter made a Motion to approve the October 7, 2013, Regular Meeting Minutes with no changes. The Motion was seconded by Board Member Dunlap. It was passed 4 Ayes, 0 No, and 0 Abstain (*Board Member Logan absent*).

## **8. CURRENT BUSINESS**

### **A. ORAL REPORTS**

- i. Human Resources/City-Wide Matters – Terri L. Cassidy, J.D., Deputy City Manager/Human Resources Director and Secretary to the Board**

Ms. Cassidy announced that City Hall will be closed from noon, Tuesday, December 24, 2013, through Wednesday, January 1, 2014. The Civic Center will reopen Thursday, January 2, 2014, at 7:30 a.m. There will be limited city services and public safety personnel on duty during the closure to provide necessary operational services.

Human Resources/Risk Management Administrator Lauren Farley will be coordinating the Liebert Cassidy Whitmore AB1825 Training Thursday, November 25, 2013, at the Costa Mesa Community Center.

The Human Resources Department will have two presentations for the December 2, 2013, Civil Service Board Regular Meeting. Senior HR Analyst Maggie Williams-Dalgart will be updating the Board on the City-Wide Classification & Compensation Study and HR Supervisor Sheri Anderson will be introducing the new Performance Evaluation System.

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**ii. Fire Department Matters – Scott Poster, Fire Chief**

Chief Poster informed the Board that, in conjunction with a State Grant, Newport Beach, along with Huntington Beach and Fountain Valley, will be a pilot agency for a Community Paramedic Program, where Fire Paramedics will assess their patients and may transport them to an alternate destination, instead of an emergency room only. Their hope is to cut down on medical expenses incurred by the patient, while giving them more control of their health care. It will also help manage the high-volume of non-emergency visits to the emergency rooms.

In Marine Operations, a “Blackball” working group has been established to develop and discuss changes to the existing rules pertaining to the dates, times and locations of the Blackball Surfing Regulations. The working group will be presenting their suggestions to the Parks, Beaches & Recreation Commission and the City Council in early 2014.

**iii. Police Department Matters – Dennis Birch, Police Lieutenant**

Lieutenant Birch announced that the Police Department hired former NB Recreation Leader Jennifer Torres to fill the position of Community Services Officer November 2, 2013.

The Police Department is working with Human Resources for the Police Sergeant promotional recruitment. There are six candidates and two openings.

The Annual Tip-a-Cop event for the Special Olympics was held Wednesday, October 23, 2013, at the Yardhouse in Fashion Island.

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

Police Chief Jay Johnson will be the key note speaker at the next Speak Up Newport (SUN) meeting Wednesday, November 13, 2013, in the Civic Center Community Room. All are welcome and there is no cost. Reception begins at 5:30 p.m., with the program starting at 6:00 p.m.

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**10. ADJOURNMENT** – Adjourned at 6:06 p.m.

The agenda for the Regular Meeting was posted on October 31, 2013, before 5:30 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.



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Terri L. Cassidy, Secretary to the Civil Service Board  
Deputy City Manager/HR Director  
City of Newport Beach

Minutes are approved:

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Maiqual Talbot, Chairperson  
Civil Service Board

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**Staff:**

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Leonie Mulvihill, Assistant City Attorney  
Jyll Ramirez, Administrative Assistant to the HR Director

**Outside Legal Advisor to the Board:**

Roy Clarke, Attorney, Richards Watson Gershon

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