



CIVIL SERVICE BOARD AGENDA

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

Monday, January 6, 2014 - 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 DECEMBER 2, 2013, REGULAR MEETING. Waive reading of subject Minutes, approve as written, and order filed.
- VI. PRESENTATIONS**
 - A. SUNSET RIDGE AND MARINA PARKS – SEAN LEVIN, RECREATION AND SENIOR SERVICES SUPERINTENDENT**
- VII. CURRENT BUSINESS**
 - A. 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
Council Chambers – 100 Civil Center Drive
Monday, December 2, 2013
REGULAR MEETING
5:00 PM

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

I. CALL REGULAR MEETING TO ORDER (5:00 PM)

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

II. ROLL CALL

It was noted that all Board Members were present.

III. FLAG SALUTE – Led by Board Member Logan

IV. PUBLIC COMMENTS

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

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

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.

Chairperson Talbot noted that the Minutes were amended to reflect the correct date, November 21, 2013, of the Liebert Cassidy Whitmore

AB1825 Training under the Secretary's Oral Report section of the November 4, 2013 Regular CSB Meeting.

Board Member Dunlap made a Motion to waive reading the November 4, 2013, Meeting Minutes, approve *as amended* and ordered filed. The Motion was seconded by Vice Chairperson Coulter. It was approved 4 Ayes, 0 No and 1 Abstention (Logan).

VI. PRESENTATIONS

A. INTRODUCTION OF NEW PERFORMANCE EVALUATION SYSTEM (PERFORMANCE PRO) – LAUREN FARLEY, HR/RM ADMINISTRATOR/ SHERI ANDERSON, HR SUPERVISOR

HR/RM Administrator Lauren Farley provided a presentation noting that the new Employee Evaluation System has been welcomed by City employees, is currently live and used by all departments - except the Police and Fire Departments, who will go live January 1, 2014, which is ahead of schedule. She added that the system is web-based and addressed the rating system, goals and action steps for getting the goals accomplished, development process, review by stakeholders, updates throughout the transition period and staff training.

HR Supervisor Sheri Anderson explained the core rating factors, emergency operations element, goal-setting, organizational behaviors, knowledge and skills, communication and productivity, and supervisor and management components. She addressed next steps and the transition process and stated that an update will be presented to the Board at its meeting in February, 2014.

Discussion followed regarding objectives and goals that can be included in the evaluation. It was noted that in each section, supervisors are able to articulate individual goals for each of the rating categories. Goals can be highlighted throughout the year with action steps provided so that employees are able to meet the markers throughout the rating period.

Ms. Cassidy stated a copy of the Performance Pro Training Manual has been provided to the Board. She added that although it is a good model, it can be adapted to the needs of the City and it is an evolving process. Upon reviewing the material, Board Members comments and suggestions are encouraged.

Vice Chairperson Coulter requested an example of a performance evaluation at the February Board meeting. Ms. Farley stated a written document will be provided.

B. CLASSIFICATION AND COMPENSATION UPDATE – REBECCA REDYK, HR SUPERVISOR/MAGGIE WILLIAMS-DALGART, SR. HR ANALYST

Sr. HR Analyst Maggie Williams-Dalgart presented a report of the City-Wide Classification and Compensation study currently undertaken by the City. She stated this is the first time the City has conducted such a study of this size and magnitude and addressed initiation, the evolutionary process, history of the matter, shift in the workforce, downsizing, Council consideration and actions, study consultant and components of the study. She reported that the consultant, Fox Lawson & Associates, has completed the classification component and addressed the methodology used, employee input and meetings with bargaining units.

Ms. Williams-Dalgart added that the consultants are also working on salaries and benefits and will continue to compile and analyze benchmark data and will be incorporating private-sector data, where appropriate. Any proposed changes will be taken through a meet-and-confer process with the bargaining units. She provided a snapshot of public sector agencies and private sector published survey data being compiled by Fox Lawson incorporating Los Angeles, Orange and San Diego County agencies and private sector information. She provided a status update and addressed next steps.

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

Chairperson Talbot reported that CSB Legal Counsel Roy Clarke issued a memorandum requesting that the Board set a motion deadline and appeal hearing date for a Civil Service Employee appeal hearing.

Board Member Allen made a Motion to set the motion deadline to Friday, April 25, 2014, and an appeal hearing to Tuesday, May 27, 2014, through Thursday, May 29, 2014. The Motion was seconded by Vice Chairperson Coulter. It was approved 5 Ayes, 0 No.

B. ORAL REPORTS

1. CITY-WIDE AND HUMAN RESOURCES MATTERS – TERRI L CASSIDY, DEPUTY CITY MANAGER/HR DIRECTOR

- Risk Management staff received an award for the owner-controlled insurance program related to the Civic Center Construction project. Additionally, Mayor Curry received a plaque from Kaiser Permanente for the City's participation in the Healthy Eating Active Living (HEAL) program.
- Former City Manager Bob Wynn passed away Saturday, November 30, 2013, and services will be held December 7, 2013.
- Municipal Operations Director Mark Harmon retired from the City of Newport Beach, after eight years of service, Friday, November 29, 2013.
- HR staff has been working with Recruiter Teri Black-Brann, CEO Teri Black & Company, to schedule the Library Director Assessment Center.
- The Mayor's Reception will follow the City Council meeting of December 10, 2013, where a change in Mayor will take place. The reception will be held in the Back Bay Bistro.

Ms. Cassidy expressed wishes to the Board, families and the public for a Happy Holiday season.

2. FIRE DEPARTMENT MATTERS – SCOTT POSTER, FIRE CHIEF

- Eight (8) new Firefighters will complete their probationary period December 4, 2013.
- A badge-pinning ceremony will be held January 11, 2014, at 8:00 AM, in the Civic Center Community Room.
- A new Paramedic Assessment Unit will be placed into service January 18, 2014.
- A new Fire Code will be effective January 1, 2014, and the 2013 fuel modification efforts have been completed

He provided an update on Life Safety Services, including participation in the Spark of Love charity program and wished everyone Happy Holidays.

3. POLICE DEPARTMENT MATTERS – DENNIS BIRCH, POLICE LIEUTENANT

- Several arrests have been made on important cases, including a recent case of kidnapping/torture and another regarding a professional burglar.
- Police Officers Darren Joe and Ryan Peters are both being promoted to Police Sergeant, and two lateral Police Officers have been hired. He congratulated all involved.
- The Police Department is distributing door hangers throughout the Holiday Season to remind people of safety during the holidays.
- There will be a Press Conference at the Marriott Hotel on safety tips.

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

Members of the Board expressed their wishes to all for a Merry Christmas.

IX. ADJOURNMENT

There being no further business to come before the Civil Service Board, the meeting was adjourned at 5:53 PM.

The agenda for the Regular Meeting was posted on Wednesday, November 27, 2013, before 5:00 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.

Maiqual Talbot, Chairperson
Civil Service Board 2013/2014