

CIVIL SERVICE BOARD
MEETING MINUTES



ITEM THREE

DATE: August 3, 2009
5:00 pm – 5:38 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
Paul Matheis, Fire Division Chief
Rebecca Redyk, HR Supervisor
Terry Ulaszewski, Fire Support Services Manager
Tom Gazsi, Police Captain
Dale Johnson, Police Captain
David Syvock, Police Officer

CALL TO ORDER - 5:00 PM

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

1. ROLL CALL

All present.

2. FLAG SALUTE

Led by Board Member Talbot.

3. ELECTION OF CHAIRPERSON

Temporary Vice Chairperson Logan nominated temporary Chairperson Doug Coulter. Board Member Dunlap seconded the Motion. It was approved 5 Ayes, 0 No.

4. ELECTION OF VICE CHAIRPERSON

Board Member Dunlap nominated temporary Vice Chairperson Logan as the Vice Chairperson. Chairperson Coulter seconded the Motion. It was approved 5 Ayes, 0 No.

5. APPROVAL OF JULY 8, 2009 MINUTES

A Motion was made by Board Member Dunlap to approve the Minutes for July 8, 2009. Board Member Allen seconded the Motion. It was approved 5 Ayes, 0 No.

6. MONTHLY REPORT FROM THE SECRETARY TO THE BOARD.

Ms. Cassidy informed the Board:

- The report for the PMA Investigation will be finished in September. Once the report is produced by Investigator James Blaylock, a special meeting will be held for the Civil Service Board (CSB) Members to review it, and Mr. Blaylock will be in attendance.
- Since the Planning and Public Works Departments have the highest numbers of late performance evaluations, Ms. Cassidy met with Planning Manager Patrick Alford to discuss ways to improve the online performance evaluation system. Ms. Cassidy has not had the opportunity to meet with Public Works; however, she will continue to communicate the importance timely completion of performance evaluations to the City departments.
- Interviews for the City Manager position will be held August 4 and 5, 2009. We expect a selection in mid-August. Following the City Manager recruitment will be the Administrative Services Director and Chief of Police executive recruitments.
- Interim Police Chief Robert "Bob" Luman started with the Newport Beach Police Department on July 10. She introduced Chief Luman to the Board and welcomed him to the City of Newport Beach.

7. UNSUCCESSFUL APPLICANTS' RIGHT TO APPEAL TO CSB (CONTINUED DISCUSSION)

Vice Chairperson Logan asked Assistant City Attorney Beauchamp if the unsuccessful applicants will have the right to legal representation during the appeal to the Board and what documentation would be provided by staff to the Board.

Ms. Beauchamp explained that they would not have the right to counsel since they are not current employees, therefore, they do not have the same due process rights. The Board would receive minimal written documentation including the applicant's appeal and the Department Director's response at the initial appeal. If the Board decided that a follow-up meeting was necessary for a more in-depth hearing, more information may be provided to the Board at that time. As a precautionary measure, the applicant would need to sign a waiver of expectation of privacy, as the meetings are open to the public.

As the procedure stands, the appeal would come to the Board at the recommendation of the HR Director after an attempt to resolve the matter was exhausted. An applicant can withdraw the appeal at any time. If after the hearing, the Board rules in favor of the appellant, the Board's role would be to request that the Department Director reconsider their decision to hire the applicant.

The City Attorney's Office still has revisions to include into the current procedure, including a recommendation to Council that there be two different standards of hearings, one being a full evidentiary hearing and the other being lesser. The item will be brought back to the CSB at the September 2009 meeting.

8. STATUS REPORT

FIRE DEPARTMENT

Mr. Ulaszewski reported:

- Tomorrow morning, at 8 AM, in the Council Chambers, the Fire Department will host a badge-pinning ceremony for Fire Paramedic Chris Brown and Fire Engineer Alex Amat both of whom will promote to Fire Captain. In addition, Firefighter Garrick Lazar will be promoting to Fire Paramedic.

- On July 30, Fire Chief Lewis and Assistant City Manager Dave Kiff participated in the Junior Lifeguard's Monster Mile activity.
- Last weekend, the Junior Lifeguards competed in Santa Barbara.
- Last week, the Fire Department held their Junior Firefighter's Camp, which is becoming more popular with the kids and attendance is up.
- One Firefighter is currently in the Fire Paramedic training process and has recently completed his classwork. The next phase will be working clinical shifts at Hoag Hospital from August 15 to October 31.
- Due to extraordinary surf conditions this last week, the NB Lifeguards performed many heroic rescues.

POLICE DEPARTMENT

Captain Gazsi reported:

- The Police Department is actively recruiting for Police Recruit Officers, Lateral Police Officers and a Computer Applications Development Analyst.
- The next monthly orientation meeting will be Tuesday, August 11, 2009, at 6:30 PM.
- Police Officer testing was held July 18, one hundred (100) recruits took the test and 38 passed. Oral interviews were conducted July 21, 22 and 23 resulting in six candidates now in the background process.
- The next Police recruitment test date is August 15, 2009.
- One Police Recruit Officer is completing the Golden West College Police Academy.
- Two candidates are in the Orange County Sherriff's Academy (OCSA) and are scheduled to be completed in early Fall 2009.
- The Police Department anticipates three to four recruit level candidates to enter into the OCSA August 31, 2009.
- Ten-year veteran Police Officer Michelle Shean voluntarily resigned from the Police Department June 30, 2009.
- The PD will soon be requesting approval to open recruitments for the Custody Police Officer and Police Dispatcher positions. The Police Dispatcher Eligibility List expired July 9.
- Currently in the background process are two Lateral Police Officers, 10 Police Recruits, one Part-Time Parking Control Officer, one Part-Time MIS Technician and one Full-Time Computer Application Coordinator.

- The Police Department is actively recruiting for qualified Police Officers. Recruitment outreach continues at local military and school campuses.

On behalf of the Balboa Peninsula residents, Board Member Allen asked if the high-level of traffic last week compromised the escape route for the general population in the event of an emergency.

Captain Johnson and the Police Department recognized the traffic issues in Newport Beach last week due to the excessive heat, the Orange County Fair, neighboring city Huntington Beach's Surf Contest and the extraordinary south swell. The Police Department has talked about this important topic and for the next couple weeks, contingency plans will be created for the public's safety, and specific traffic issues will be discussed.

9. REQUEST APPROVAL OF THE POLICE DEPARTMENT ELIGIBILITY LISTS

- a. Police Officer - Lateral
- b. Police Recruit – Academy Trained
- c. Police Recruit – Not Academy Trained

Vice Chairperson Logan asked if there are any issues with respect to these lists and Captain Gazsi replied that there were not any known issues.

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

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

10. BOARD MEMBER COMMENTS

Vice Chairperson Logan welcomed Police Chief Luman to the City of Newport Beach.

Chairperson Coulter asked the date of the September CSB Meeting, and HR Director Cassidy informed the Board that it would be Wednesday, September 9, 2009.

11. ITEMS FOR FUTURE AGENDA

Continue topic of Unsuccessful Applicants' Right to Appeal

12. PUBLIC COMMENTS

None

13. ADJOURNMENT

The Civil Service Board meeting adjourned at 5:38 p.m.



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