

# CIVIL SERVICE BOARD MEETING MINUTES



DATE: November 2, 2009

TIME: 5:00 PM – 5:43 PM

BOARD: Doug Coulter, Chairperson  
Hugh Logan, Vice Chairperson  
Debra Allen, Board Member  
James “Mickey” Dunlap, Board Member  
Maiqual “Mike” Talbot, Board Member

STAFF: Terri L Cassidy, Human Resources Director and Secretary to the Board  
David Hunt, City Attorney  
Jyll C Ramirez, Administrative Assistant to the HR Director

GUESTS: Dave Kiff, City Manager  
Bob Luman, Police Chief  
Steve Lewis, Fire Chief  
Dave Mais, Fire Division Chief  
Paul Matheis, Fire Division Chief  
Terri Ulaszewski, Fire Support Services Manager  
James Kaminsky, Police Captain  
Bill Hartford, Police Lieutenant  
Mynette Beauchamp, Assistant City Attorney  
Tara Finnigan, Public Information Manager  
Lauren Farley, Risk Manager  
Gwen Bouffard, HR Manager  
Rebecca Redyk, HR Supervisor  
Maggie Williams-Dalgart, HR Analyst  
David Syvock, Police Officer and PEA President

## **CALL TO ORDER - 5:00 PM**

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

### **1. ROLL CALL**

All present.

## **2. FLAG SALUTE**

The Pledge of Allegiance was led by Board Member Dunlap.

## **3. APPROVAL OF OCTOBER 5, 2009 MINUTES**

A Motion was made by Vice Chairperson Logan to approve the Minutes for October 5, 2009. Board Member Talbot seconded the Motion. It was approved 5 Ayes, 0 No.

## **4. MONTHLY REPORT FROM THE SECRETARY TO THE BOARD**

Ms. Cassidy informed the Board:

- City Council approved the Board's changes, as recommended at the October 5, 2009 meeting, regarding the Candidates' Rights to Appeal for Original Appointment. The City Council is interested in studying the entire Charter through forming a Charter Review Commission (CRC) spearheaded by Mayor Pro Tem Keith Curry.

City Attorney, David Hunt, explained that the CRC will solicit staff's input on Charter issues already identified, including Candidates' Rights to Appeal for Original Appointment and compile, review and present a formulating resolution at the December 8, 2009 City Council meeting. The Charter Review Commission and staff will have to move quickly to achieve the July 2010 deadline for the November 2010 ballot.

- The City offered an Early Retirement Incentive Program (ERIP) to qualified, eligible employees as a measure to address the City's budget challenges and provide an opportunity to restructure and streamline some of the Organization's departments. The program was offered to employees near retirement and helps them plan for the future, while it also allows the City to look at some long-term savings. The program appears successful in achieving a win-win outcome for employees and the City.
- Initial Meet and Confer summits are underway with Police Management Association (PMA), Police Employees Association (PEA) and Lifeguard Management Association (LMA). These meetings provide an opportunity to open dialogue, between the City and bargaining units, and to briefly discuss upcoming issues.
- City Hall may possibly close December 28, 2009 – January 1, 2010. Human Resources is seeking agreement from all bargaining units before presenting the proposed closure to City Council for approval at the November 10 meeting. If approved, the Community will be notified promptly of the closure.

## **5. CITY ATTORNEY'S STATUS OF THE INVESTIGATION AND PROMOTIONAL EMPLOYMENT LISTS**

The Board met in closed session October 26, 2009. Board Members received the initial report from Investigator Jim Blaylock and given staff and Mr. Blaylock instructions for refining the report. The City Attorney's Office will schedule another special, closed session for the Board Members to meet with the Blaylocks to review the changes and discuss any further issues. Dependent upon further direction from the Board, if any, Mr. Hunt's goal is to request approval of the PMA Investigation's final public report at the December 7 CSB meeting.

Mr. Hunt also noted that included in the CSB packet (distributed last week) was a memo from the City Attorney's Office depicting the findings of a particular topic in the report of the PMA Investigation that is relevant to an action requested of the Civil Service Board on this agenda.

## **6. FIRE DEPARTMENT STATUS REPORT**

Terry Ulaszewski notified the Board that:

- The Fire Department was thankful to the Board for attending Public Safety Day and the Appreciation Barbecue.
- Firefighter Geoffrey Cathey graduates from Paramedic School tomorrow. He will be placed on the list for upcoming promotions.
- In the City Council Chambers, November 12, at 8:00 AM, the Fire Department will hold their badge pinning ceremony for the promotions of John Mollica and Kevin Gonzales to Fire Paramedic.

## **7. POLICE DEPARTMENT STATUS REPORT**

Police Captain Tom Gazsi reported:

- Recruitment and testing continues to be temporarily suspended.
- Two Police Recruit Officers graduated from the Orange County Sheriff's Academy (OCSA) on Friday, October 30. Three more Police Recruits remain in the OCSA and are due to graduate in March 2010.
- One Police Recruit Officer is still expected to begin the OCSA November 30, 2009.
- The Police Department anticipates nine openings at the Police Officer rank by the end of the year.
- Currently in the background process, and on hold, are two Police Officers (lateral), four Police Recruit Officers and one part-time MIS Technician.

Board Member Allen asked if operations were affected due to the vacancy of the nine positions.

Captain Gazsi assured Board Member Allen that the Police Department has made adjustments and things are running well.

#### **8. POLICE CHIEF REPORT – SERGEANT AND LIEUTENANT PROMOTIONAL TESTING PROCESSES**

Chief Luman explained to the Board that in October 2008, the Department put together a Promotional Committee. The Committee reviewed all of the processes involved in testing for promotions in the Police Department and was headed by Captain Jim Kaminsky and included the PMA President (at that time) Steve Shulman, current PEA President Police Officer Dave Syvock, Human Resources and Police Officers of various ranks.

In June 2009, the Committee filed a report with several recommendations, which were reviewed on October 20, 2009, when the Committee reconvened with Chief Luman.

Chief Luman's recommendations were distributed to the CSB, and they include eliminating the whole number scoring system and "rule of eight" and having Human Resources administer all elements of the promotional testing process as well as holding candidate orientation meetings (for information only) prior to any promotional test. Chief Luman stated that the Promotional Committee, PMA and PEA agree with these recommendations.

PEA President, Police Officer Dave Syvock addressed the Board and acknowledged the PEA's support of the Chief's recommendations.

PMA President, Police Captain Tom Gazsi shared the PMA's concurrence with the Chief's recommendations.

Ms. Cassidy explained to the Board that both Human Resources and Police Departments are recommending that Dr. Bill Donnoe be contracted to develop the Police Department's promotional exam process. Dr. Donnoe is a respected expert in his field, and his written exams are used at various agencies throughout the state. His credibility, objectivity and foundation of industry standard are important to the Police Department because the exam process needs to have the reassurance of fairness and future acceptance by the candidates. Dr. Donnoe has already met with

the subject-matter experts within the Police Department and addressed their questions.

Vice Chairperson Logan moved to endorse the changes in the Chief's report. Board Member Allen seconded the Motion. It was endorsed 5 Ayes, 0 No.

**9. REQUEST APPROVAL TO ADOPT REVISED POLICE CAPTAIN JOB DESCRIPTION**

A Motion was made by Vice Chairperson Logan to adopt the revised Police Captain job description. It was seconded by Board Member Talbot. It was approved 5 Ayes, 0 No.

**10. REQUEST APPROVAL TO ADOPT REVISED POLICE LIEUTENANT JOB DESCRIPTION**

A Motion was made by Board Member Dunlap to adopt the revised Police Lieutenant job description. It was seconded by Board Member Allen. It was approved 5 Ayes, 0 No.

**11. REQUEST APPROVAL TO ADOPT REVISED POLICE SERGEANT JOB DESCRIPTION**

A Motion was made by Board Member Dunlap to adopt the revised Police Sergeant job description. It was seconded by Board Member Allen. It was approved 5 Ayes, 0 No.

**12. REQUEST APPROVAL TO OPEN POLICE LIEUTENANT RECRUITMENT**

Ms. Cassidy noted for the Board that the Police Lieutenant and Sergeant promotional job flyers do contain the outline of the new promotional process and weightings that Chief Luman has recommended which was approved by the Board. This would be the notice that goes out to the candidates regarding the selection procedure.

Board Member Allen asked Ms. Cassidy how these job flyers are disseminated to the prospective or interested candidates.

HR Supervisor Rebecca Redyk addressed the Board and explained that, if the Board approves opening the recruitments, an email will be sent out tomorrow morning to all Police Department staff members, since they are the only qualified candidates. The email will direct interested applicants to the City website to apply online.

In addition, Chief Luman notified the Board that he has had discussions already with his staff regarding the upcoming recruitments, pending CSB approval.

A Motion was made by Board Member Allen to open the Police Lieutenant recruitment with a minor grammatical change. It was seconded by Board Member Dunlap. It was approved 5 Ayes, 0 No.

**13. REQUEST APPROVAL TO OPEN POLICE SERGEANT RECRUITMENT**

A Motion was made by Board Member Dunlap to open the Police Sergeant recruitment. It was seconded by Board Member Talbot. It was approved 5 Ayes, 0 No.

**14. BOARD MEMBER COMMENTS**

Board Member Logan thanked and congratulated Chief Luman and the Police Department, Human Resources and the City Attorney's Office for their hard work in revamping the promotional process.

**15. ITEMS FOR FUTURE AGENDA**

None

**16. PUBLIC COMMENTS**

None

**17. ADJOURNMENT**

The Civil Service Board meeting adjourned at 5:43 p.m.

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