

CIVIL SERVICE BOARD MEETING MINUTES



DATE: February 1, 2010
5:00 pm – 6:00 pm

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

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

1. FLAG SALUTE

The Pledge of Allegiance was led by Vice Chairperson Logan.

2. ROLL CALL

Chairperson Coulter, Vice Chairperson Logan and Board Members Dunlap and Talbot were present. Board Member Allen was absent (excused).

3. APPROVAL OF THE JANUARY 4, 2010 MINUTES

A Motion was made by Board Member Dunlap to approve the January 4, 2010 Minutes. Vice Chairperson Logan seconded the Motion. It was approved 4 Ayes, 0 No.

4. MONTHLY REPORT FROM THE SECRETARY TO THE BOARD

HR Director Terri Cassidy reported to the Board:

- At the January 12, 2010 City Council Meeting, the Council adopted the findings for the PMA Investigation as recommended by the Civil Service Board.
- HR Manager Gwen Bouffard held three EPE Committee meetings before her last day with the City on January 29, 2010, and with the retirement of Ms. Bouffard, the responsibility of organizing and leading the group has shifted to HR Analyst Maggie Williams-Dalgart. The recommendations, thus far, from the Committee were presented to City Manager Dave Kiff. HR will work with IT to update the online form and train staff appropriately.

Mayor Pro Tem Henn has indicated that he is going to make timely employee performance evaluations a Council priority.

- As of January 31, 2010, the remaining 22 employees that chose to participate in the Early Retirement Incentive Program (ERIP) have retired. Some of the retirees have been temporarily hired back during the interim through Council-approved contracts. Due to the ERIP and City-wide restructuring, HR is experiencing high recruitment activity, including reviewing job specs and classification studies, even though we are technically still in a hiring freeze.
- Some upcoming executive recruitments are Assistant City Manager, Chief of Police and Assistant to the City Manager. HR and Chief Luman will work together on the COP recruitment, which is expected to take approximately 90 – 120 days, with the facilitation of Eric Middleton, Alliance Resource Consulting.

Board Member Talbot asked for the ratio of the retired employees that chose the ERIP to active employees.

Ms. Cassidy answered that before the ERIP, there were approximately 835 Full-Time Employees, and of the 52 employees that have retired using this program, approximately 30 equivalent positions will be filled in some manner. The ERIP's cost savings was \$1.8 million dollars for Fiscal Year 2010.

5. CIVIL SERVICE SYSTEM – CHARTER/ORDINANCE UPDATE

Ms. Cassidy explained to the Board that through the review of the Civil Service System in the Charter by Bruce Praet, and from a professional standpoint, some issues have been identified as outdated, obsolete or not current practice. Additionally, some of the provisions governing staff cause unnecessary difficulty and/or cause delay in carrying out specific duties. It is not the intent of staff to recommend to the Charter Review Commission that the Civil Service System is flawed. One of the examples, pointed out by Ms. Cassidy was Ordinance 866 section two – Selection of Police and Fire Chiefs. This provision, written in 1952, mandates a written test and qualifications appraisal, both weighted at 50%. A more current practice is to facilitate an assessment center, which includes more viable, hands-on exercises to determine the most qualified candidate.

Ms. Cassidy assured the Board staff values the CSB; however, they believe modifications are needed for the Charter's Civil Service System provisions. She encouraged open dialogue from the Board before the research and data are presented to the Council.

Mr. Hunt explained that he hopes to have several, thorough discussions over the next three months with the Board regarding the ordinance and the modifications needed. He pointed out that the current ordinance can only be changed by a vote of the people, and an ordinance that could be updated and managed without going to vote would be more conducive. He believes this flexibility would allow for a more efficient personnel system that would better meet the needs of the employees, unions and City. It is restrictive to abide by outdated, and sometimes illegal, provisions that can not be changed unless they go to vote of the people. Staff can either go forward and address the issues individually, through a vote of the people, or get the ordinance repealed and replaced with one enacted by the City Council. The CSB would not be dissolved, because it is still required by the Charter.

Board Member Dunlap asked which body will be presented the Board's recommendation.

Mr. Hunt answered that the City Council selected and convened a Charter Update Commission to focus on this task. Therefore, the CSB recommendation would go the Committee and then the CSB and Committee's recommendations would go to Council.

Board Member Dunlap is concerned with Mr. Praet's recommendation to disband the CSB and having a single, outside hearing officer, and he credited the Board with the positive outcome of the PMA Investigation.

Mr. Hunt explained that when he wrote the recommendation, it was not to disband the CSB. The Board could only be dissolved if the Charter is repealed, which is not the recommendation.

Mr. Hunt asked the Board what they thought should be the function of the CSB.

Ms. Cassidy explained that Mr. Praet was here as an expert and staff asked for his opinion and analysis, which he gave at the January 4, 2010 CSB meeting. Staff is requesting input from the Board of its roles and functions, so that going forward there is unambiguous direction.

Vice Chairperson Logan stated that he understood and supported helping staff modernize the ordinance. He also expressed his concern for sworn employees not having a Civil Service Board to keep things fair. He also values community involvement with our safety system.

Board Member Dunlap said he is concerned that the Charter Update Commission does not know the function of the Civil Service System, and asked if the Board Members would have an opportunity to speak with them face-to-face.

Mr. Hunt notified the Board that the Charter Update Committee will meet two times in March, and he will get them the dates. He encouraged Board Members to attend.

6. FIRE DEPARTMENT STATUS REPORT

The Board wished Chief Lewis the best in retirement. Chief Lewis thanked the Board for personal and professional relationships. He then addressed the Board with his status report:

- Fire Support Services Manager, Terry Ulaszewski, retired on January 29, 2010. Chief Lewis thanked Terry for his years of service.
- Deputy Fire Chief, Dave Mais, will be delivering the Fire Department's Status Report to the Board following the Chief's retirement at the end of February 2010.
- On March 6, six probationary firefighters will have passed their probation.
- With the state of this economy, the Fire Department is hoping to not have to open the recruitment for Seasonal Lifeguards this summer. He anticipates that most will return from last year.

Board Member Dunlap wished Chief Lewis well in his retirement. Ms. Cassidy thanked Chief Lewis for his presence and for working with her and Human Resources.

7. REQUEST APPROVAL OF THE FIRE PARAMEDIC ELIGIBILITY LIST

Chairperson Coulter requested to combine the Fire Paramedic and Fire Engineer Eligibility Lists under one vote.

A Motion was made by Vice Chairperson Logan to combine and approve the Fire Paramedic and Fire Engineer Eligibility Lists. Board Member Talbot seconded the Motion. It was approved 4 Ayes, 0 No.

8. REQUEST APPROVAL OF THE FIRE ENGINEER ELIGIBILITY LIST

* See the Motion for Item Number 7.

9. POLICE DEPARTMENT STATUS REPORT

Captain Gazsi addressed the Board:

- The Police Department is actively recruiting for six Lateral and Entry-Level Police Officer positions.
- On January 27, the Police Dispatcher position opened for recruitment.
- The Crime Scene Investigator position is scheduled to open February 5, 2010.
- Open House for various classifications will be February 16, and the testing will be on the following Saturday, February 20.
- The Promotional Eligibility List for Senior Animal Control Officer will come before the CSB at the March 2010 meeting to request approval.
- Recruitments.
- Three recruits are attending the Orange County Sherriff's Academy. All three recruits are currently at the top of their class.
- Officer Glen Garity will retire on February 22, 2010.
- Currently in background is one Lateral Police Officer and four Police Recruits.
- Wednesday, February 3, the Police Department will promote three staff members. Jon Lewis will promote to Police Liutenant and Steve Rasmussen and Joe Cartwright will promote to Police Sergeant.

10.REQUEST APPROVAL OF THE UPDATED SR ANIMAL CONTROL OFFICER JOB DESCRIPTION

A Motion was made by Chairperson Coulter to combine and approve the updated Senior Animal Control Officer and Animal Control Officer job descriptions. Board Member Dunlap seconded the Motion. It was approved 4 Ayes, 0 No.

11.REQUEST APPROVAL OF THE UPDATED ANIMAL CONTROL OFFICER JOB DESCRIPTION

* See the Motion for Item Number 10.

12.BOARD MEMBER COMMENTS

Logan expressed his sentiments to Mr. Ulaszewski and Fire Chief Lewis.

13.ITEMS FOR FUTURE AGENDAS

None

14. PUBLIC COMMENTS

Chairperson Coulter requested that Terry Ulaszewski address the Board.

Terry thanked the Board for their hospitality, and he complimented the Human Resources Department and HR Specialist II Jill Camille Ortiz.

15. ADJOURNMENT

The Civil Service Board meeting adjourned at 6:00 PM.

Terri L Cassidy, HR Director
Secretary to the Board