



civil service commission

BOARD OF REVIEW AND APPEALS

Commissioners

James Vandenberg - Chair
Patricia S. Parham - Vice Chair
Donald Becker
Alyse M. Lazar
Vincent R. Stewart

MINUTES
REGULAR BUSINESS MEETING
Thursday, November 21, 2019
9:00 a.m.
County of Ventura Government Center
Hall of Administration
LOWER PLAZA ASSEMBLY ROOM

- I. **CALL TO ORDER** – Chair Vandenberg called the meeting to order at 9:13 a.m.
- II. **ROLL CALL** - Commissioners present: Chair Vandenberg, Vice-Chair Parham, Commissioners Becker, Lazar and Stewart. Staff present: Cheryl Shaw, Commission Assistant, Roberto Orellana and Grant Burton, Law Advisors.
- III. **PLEDGE OF ALLEGIANCE**
- IV. **MINUTES FOR APPROVAL** – The minutes of the Regular Business Meeting of August 22, 2019 were approved on motion by Commissioner Lazar seconded by Commissioner Becker.
- V. **PUBLIC COMMENTS** – None.
- VI. **OLD BUSINESS** – Human Resources presentation addressing process utilized for giving notice to potential applicants regarding upcoming employment and promotional opportunities and regarding examination rater information.

Matt Escobedo, Deputy Executive Officer Human Resources, made a PowerPoint slide presentation to the Commission and others in attendance. Following the presentation Mr. Escobedo and Shawn Atin, Director of Human Resources, answered questions from the Commissioners.

Brief recess taken at 10:00 a.m.

- VII. REQUEST FOR HEARING** – None.
- VIII. REQUEST FOR INVESTIGATION** – None.
- IX. NEW BUSINESS** – None.
- X. INFORMATIONAL** – None.
- XI. COMMISSION/STAFF COMMENTS** - Presentation of Report to the Board of Supervisors of the Commission’s Activities for First Fiscal Quarter.

Upon motion by Commissioner Becker, seconded by Vice Chair Parham, the Commission voted unanimously to direct Chair Vandenberg to sign the report letter and for staff to forward it to the Board of Supervisors for review during its next public meeting.

- XII. CLOSED SESSION** - Conference with Legal Counsel – Existing Litigation (Gov. Code § 54956.9, subd. (d)(1) – Name of Case: *County of Ventura v. Ventura County Civil Service Commission*; Ventura County Superior Court Case No. 56-2019-00532471-CU-WM-VTA).

The Commission went into Closed Session at 10:07 a.m. and reconvened in Open Session at 10:20 a.m. with no announcements.

- XIII. ADJOURNMENT** - The meeting was adjourned at 10:22 a.m.

***Please note:** The minutes are a summary of the Commission’s business meeting. A copy of the complete audio tape of the meeting can be obtained from the Commission’s office at (805) 662-6787 or by email to: civil.servicecomm@ventura.org