

COUNTY OF VENTURA  
**civil service commission**

**BOARD OF REVIEW AND APPEALS**

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**Commissioners**

Patricia S. Parham - Chair  
Vincent R. Stewart - Vice Chair  
James Vandenberg  
Donald Becker  
Mic Farris

**MINUTES  
REGULAR BUSINESS MEETING  
Thursday, July 28, 2022  
9:00 a.m.  
LOWER PLAZA ASSEMBLY ROOM  
Hall of Administration**

- I. CALL TO ORDER** – Chair Parham called the meeting to order at 9:00 a.m.
- II. ROLL CALL** - Commissioners Present: Chair Parham (via zoom), Vice-Chair Stewart, Commissioners Vandenberg, Becker (via zoom) and Farris; Staff Present: Cheryl Shaw, Commission Assistant, Joseph Randazzo, Law Advisor and Mike Curnow, Industrial Relations (via zoom).
- III. PLEDGE OF ALLEGIANCE**
- IV. MINUTES FOR APPROVAL** – The minutes of the Regular Business Meeting of June 23, 2022 were approved on motion by Commissioner Vandenberg, seconded by Vice-Chair Stewart.
- V. PUBLIC COMMENTS** – None.
- VI. NEW BUSINESS**
  - A.** Recommendation to Adopt a Resolution Authorizing Remote Teleconference Meetings of the Civil Service Commission Pursuant to Government Code Section 54953, Subdivision (e), of the Ralph M. Brown Act.

Upon motion by Commissioner Becker, seconded by Vice-Chair Stewart, the Commission unanimously voted to adopt the resolution authorizing remote teleconference meetings of the Civil Service Commission.

**B. Election of Chair and Vice-Chair of the Commission Pursuant to Article 3, Section 1 of the Commission's Bylaws.**

Commissioner Becker nominated Vice-Chair Stewart as Chair of the Commission. The nomination was seconded by Commissioner Vandenberg. Vice-Chair Stewart nominated Chair Parham as Chair of the Commission; the nomination was not seconded. Hearing no other nominations, the nominations were closed.

Upon motion by Commissioner Farris, seconded by Commissioner Vandenberg, the Commission unanimously voted to elect Vice-Chair Stewart as Chair of the Commission.

Commissioner Becker moved to waive the one-year service requirement as provided in the Commission's By-Laws and nominated Commissioner Farris as Vice-Chair of the Commission. The nomination was seconded by Chair Stewart. Hearing no other nominations, the nominations were closed.

Upon motion by Commissioner Becker, seconded by Chair Stewart, the Commission unanimously voted to waive the one-year service requirement as provided by the Commission's By-Laws, Article 3, Section 2. Upon motion by Commissioner Becker, seconded by Chair Stewart, the Commission unanimously voted to elect Commissioner Farris as Vice-Chair of the Commission.

**C. Presentation of Report to the Board of Supervisors of the Commission's Activities for Fourth Fiscal Quarter and Fiscal Year End.**

Upon motion by Commissioner Becker, seconded by Commissioner Vandenberg, the Commission unanimously voted to direct the Chair to sign the letter to the Board of Supervisors.

**D. Review 2022 Local Agency Biennial Notice Regarding Civil Service Commission's Conflict of Interest Code; Direct Chair to Sign Notice.**

Upon motion by Commissioner Becker, seconded by Commissioner Vandenberg, the Commission unanimously voted to direct the Chair to sign the 2022 Local Agency Biennial Notice.

**VII. REQUEST FOR HEARING – None.**

**VIII. OLD BUSINESS** – None.

**IX. INFORMATIONAL**

**A.** Board of Supervisors Approval of Modifications to the 2018 Ventura County Administrative Policy Manual - Addition of Chapters II-21 Code of Conduct for Members of Boards and Commissions.

**B.** Correspondence received regarding Ventura County Health Care Agency's Recruitment for Director of Revenue Integrity I/II.

Ms. Shaw stated that the correspondence had also been received by Human Resources. Mr. Randazzo confirmed that the correspondence was only informational at this time as it did not request any action on the part of the Commission.

**X. COMMISSION/STAFF COMMENTS** – Ms. Shaw informed the Commissioners of the remaining dates for the Commission's regular business meetings for calendar year 2022.

**XI. ADJOURNMENT** – The meeting was adjourned at 9:17 a.m.