

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, May 23, 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 9:02 a.m.
- II. **ROLL CALL** - Commissioners present: Chair Vandenberg, Vice-Chair Parham, Commissioners Becker, Lazar and Stewart. Staff present: Cheryl Shaw, Commission Assistant, Joseph Randazzo, Law Advisor, and Mike Curnow (IR).
- III. **PLEDGE OF ALLEGIANCE**
- IV. **MINUTES FOR APPROVAL** – Regular Business Meeting of March 28, 2019.

Pursuant to a discussion following comments from Vice-Chair Parham regarding formatting of the regular business meeting minutes, staff was directed to amend the minutes for approval at the next regular business meeting.
- V. **PUBLIC COMMENTS** – None.
- VI. **OLD BUSINESS** – None.
- VII. **REQUEST FOR HEARING** – None.

VIII. REQUEST FOR INVESTIGATION – None.

IX. NEW BUSINESS

- A.** Discuss revisions to form for conflict law advisor contracts and approve staff's recommendations to amend such contracts to (1) provide that the hourly rate of compensation shall match the rate charged by the office of the County Counsel and (2) require conflict law advisors to agree to be available, on short notice, at regularly scheduled meetings and disciplinary hearings to which they are assigned.

In response to comments made by Ms. Shaw regarding the Board of Supervisors' recent approval of the County's rate and fee schedule for fiscal year 2019/2020, which included a rate of \$235 per hour for County Counsel, the Commission voted unanimously on motion by Chair Vandenberg to increase the hourly rate of the conflict law advisors' contracts to \$235 per hour for fiscal year 2019/2020.

The Commission directed staff to place on the June regular business meeting agenda a discussion regarding renewal of the general services contracts with the Commission's current conflict law advisors, Grant Burton and Lee Cooper. Following a brief discussion regarding an acceptable time frame to require the conflict law advisors to be available, the Commission voted unanimously on motion by Chair Vandenberg to insert a 72-hour availability notice provision in the standard conflict law advisor contract and directed staff to incorporate said amendment.

- B.** Review a resume from and discuss entering into a conflict law advisor contract with attorney Bruce Abel and take appropriate action thereon.

Mr. Abel was present and addressed the Commission and responded to questions regarding his professional experience and availability to provide legal services to the Commission.

In response to a question from Vice-Chair Parham, Mr. Randazzo stated there was no requirement that a general services contract under a certain monetary amount to be competitively bid or advertised but the Commission could make a policy decision to do so. After a further brief discussion, the Commission unanimously voted to take no action on the resume of Mr. Abel at this time.

***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

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The Commission directed staff to draft the advertisement for the conflict law advisor position and to place the advertisement on the Commission's webpage and coordinate posting of the position with County Human Resources as well as the Ventura County Bar Association.

C. Closed Session: Public Employment: Conflict Law Advisor.

The Commission declined to proceed into Closed Session.

- X. **INFORMATIONAL** – Following comments by Ms. Shaw regarding a presentation by Human Resources previously requested by the Commission relating to processes followed regarding upcoming employment and promotional opportunities, staff was directed to agendize the presentation for either July 25, 2019 or September 26, 2019.

XI. **COMMISSION/STAFF COMMENTS**

- A. Congratulations to Chair Vandenberg on his re-appointment to the Commission.
- B. Presentation of report to the Board of Supervisors of the Commission's activities for third fiscal quarter.

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

- XII. **ADJOURNMENT** – The meeting was adjourned at 10:10 a.m.

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