

# 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, June 27, 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** - The minutes of the Regular Business Meeting of March 28, 2019 (as amended), were approved on motion by Commissioner Becker, seconded by Commissioner Lazar. Following a brief discussion, the minutes of the Regular Business Meeting of May 23, 2019, were approved on motion by Commissioner Stewart, seconded by Commissioner Becker.
- V. **PUBLIC COMMENTS** – None.
- VI. **OLD BUSINESS** – Approve form for conflict law advisor contracts with amendments recommended by staff based upon Commission direction to (1) provide that the hourly rate of compensation shall be \$235 per hour, (2) require that conflict law advisors be available on 72-hours' notice at regularly scheduled meetings and disciplinary hearings to which they are assigned, and (3) eliminate automatic annual renewal of contracts.

Following a brief discussion, the amended form contract was unanimously approved on motion by Commissioner Becker, seconded by Vice-Chair Parham.

**VII. REQUEST FOR HEARING – None.**

**VIII. REQUEST FOR INVESTIGATION – None.**

**IX. NEW BUSINESS**

- A. Discuss renewal of current conflict law advisor contracts, as amended, with Grant Burton and Lee Cooper, and take appropriate action thereon.**

This item was deferred until the conclusion of item IX.B.

- B. Review and discuss resumes received in response to advertisement for conflict law advisor, including discussion with potential candidates.**

Candidates for the position, Natalie Panossian-Bassler, Shane Maguire and Jill Heybl, were interviewed and responded to questions from the Commissioners.

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

The Commission went into Closed Session at 9:35 a.m. and reconvened in Open Session at 10:00 a.m.

- D. If appropriate, authorize staff to negotiate and contract with conflict law advisor candidate(s).**

Chair Vandenberg announced that the Commission unanimously agreed to direct Ms. Shaw to offer a conflict law advisor contract to Natalie Panossian-Bassler. With respect to item IX.A., upon motion by Commissioner Becker, seconded by Commissioner Lazar, the Commission voted unanimously to direct Ms. Shaw to offer a conflict law advisor contract to Grant Burton and permit the contract for fiscal year 2018/19 with Lee Cooper to expire.

**X. INFORMATIONAL - None.**

**XI. COMMISSION/STAFF COMMENTS – None.**

Commissioner Stewart excused himself from the meeting at 10:03. Chair Vandenberg called for a 10-minute break.

**\*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](mailto:civil.servicecomm@ventura.org)

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**XII. CLOSED SESSION-** Peace Officer Discipline or Dismissal – One Matter.

The Commission went into Closed Session at 10:14 a.m. and reconvened in Open Session at 12:04 p.m. Chair Vandenberg announced that the Commission's hearing panel had completed its deliberations in a peace officer disciplinary matter.

**XIII. ADJOURNMENT** - The meeting was adjourned at 12:05 a.m.

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