

COUNTY OF VENTURA

civil service commission

BOARD OF REVIEW AND APPEALS



MINUTES
REGULAR BUSINESS MEETING
THURSDAY DECEMBER 10, 2009
9:30 a.m.
LOWER PLAZA ASSEMBLY ROOM

- I. **CALL TO ORDER** – The meeting was called to order at 9:33 a.m.
- II. **ROLL CALL** - Commissioners present: Chair Vandenberg, Vice-Chair Merricks and Commissioners Becker and Little. Staff present: Cheryl Shaw, Commission Assistant, Law Advisor Robert Orellana, and Jim Dembowski (IR).
- III. **PLEDGE OF ALLEGIANCE**
- IV. **MINUTES FOR APPROVAL** – The minutes of the Regular Business Meeting of November 19, 2009, were approved on motion of Commissioner Becker, seconded by Commissioner Little.
- V. **PUBLIC COMMENTS** - [An opportunity for the public to address the Commission on any topic that is not on the agenda, but is within the subject matter jurisdiction of the Civil Service Commission. No action will be taken on any item not appearing on the agenda. However, the item may be placed on a future agenda or referred to staff for appropriate follow-up.] – None.
- VI. **OLD BUSINESS** – Adoption of amendments to Article III, Sections 1 and 2 of the Civil Service Commission By-Laws.

The Commission voted unanimously, on motion of Commissioner Little, seconded by Vice-Chair Merricks, to adopt amendments to Article III, Sections 1 and 2 of the Civil Service Commission By-Laws to change the annual election of Chair and Vice-Chair to July and to permit the Commission to waive the one-year service requirement to be eligible for election to said offices.
- VII. **NEW BUSINESS** - Discuss proposed language for adoption of a resolution or amendment to the Commission By-Laws to permit cancellation of a business meeting.

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Following discussion, the Commission voted unanimously, on motion made by Chair Vandenberg, seconded by Vice-Chair Merricks, to agendize for the January meeting consideration of adoption of amendments to Article VI, Section 4, of the Commission's By-Laws to permit cancellation of a business meeting due to lack of substantive business to be conducted at the meeting.

VIII. REQUEST FOR HEARING – None.

IX. REQUEST FOR INVESTIGATION – None.

X. INFORMATIONAL – [Items not intended for Commission action, however, discussion regarding these items might evolve into action. Those parties having an interest in these items should attend the meeting as these matters may not be revisited.] – None.

XI. COMMISSION/STAFF COMMENTS

Commissioner Becker inquired whether the Commissioners felt there should be a more formal assigned seating of the Commissioners at the regular business meetings. There being no strong preferences expressed, the Chair will continue to sit at the center chair, with the Vice Chair to his left and the remaining Commissioners shall be filled in the remaining seats in no particular order.

Chair Vandenberg inquired of Mr. Orellana as to the notice requirements under the Brown Act relating to a discussion amongst appeal hearing panel members relating to editing written decisions and orders following oral announcement of a panel's decision. Mr. Orellana indicated that the panel could notice a special meeting in order for the panel members to finalize the written Order and that would require 24 hours notice. Two members of the panel could meet and discuss changes to an opinion at any time without notice.

XII. ADJOURNMENT – The meeting was adjourned at 9:55 a.m.