

COUNTY OF VENTURA  
**civil service commission**  
BOARD OF REVIEW AND APPEALS



**Commissioners**  
John Relle  
James Vandenberg  
Don Becker  
Haywood Merricks III  
J. William Little

**MINUTES**  
**REGULAR BUSINESS MEETING**  
**THURSDAY JULY 23, 2009**  
**9:30 a.m.**  
**LOWER PLAZA ASSEMBLY ROOM**

- I. **CALL TO ORDER** – Chair Relle called the meeting to order at 9:35 a.m.
- II. **ROLL CALL** - Commissioners present: Chair Relle, Vandenberg, Becker, and Little. Staff present: Cheryl Shaw, Commission Assistant; Law Advisors Roberto Orellana (from and after Agenda Item IV) and Bob Boehm (for Agenda Item III), and Tom Dorch (IR) (from and after Agenda Item IV).
- III. **CLOSED SESSION** – PEACE OFFICER DISCIPLINE OR DISMISSAL CASE(S)  
One Matter – No Announcement.
- IV. **PLEDGE OF ALLEGIANCE**
- V. **MINUTES FOR APPROVAL** –  
Regular Business Meeting of February 26, 2009;  
Regular Business Meeting of March 26, 2009;  
Special Meeting of April 8, 2009;  
Special Meeting of May 1, 2009; and  
Regular Business Meeting June 25, 2009.

The minutes of February 26, 2009, were approved on motion of Commissioner Vandenberg, seconded by Chair Relle, with Commissioners Becker and Little abstaining. The minutes of March 26, 2009, April 8, 2009, and May 1, 2009, were approved on motion of Commissioner Vandenberg, seconded by Commissioner Becker, with Commissioner Little abstaining. The minutes of June 25, 2009, were approved on motion of Commissioner Vandenberg, seconded by Commissioner Little.

- VI. **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.]  
There were no public comments.

**VII. OLD BUSINESS** – None.

**VIII. REQUEST FOR HEARING** – None.

**IX. REQUEST FOR INVESTIGATION** – None.

**X. ELECTION OF VICE CHAIR**

On unanimous vote on motion of Commissioner Little, seconded by Commissioner Becker, Commissioner Vandenberg was elected vice chair of the Commission.

**XI. 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.]

Letters from SEIU Local 721 to Behavioral Health Department dated June 3, 2009, and June 25, 2009.

Cheryl Shaw, Commission Assistant, indicated she had spoken to Sandra Stewart at SEUI who informed her that the department had been responsive in meeting with SEUI to discuss the issues raised and that they had a further meeting scheduled to discuss the issues. Mr. Orellana advised that the Commission could not take any formal action at this time other than to move to receive and file the correspondence.

Commissioner Becker moved, seconded by Commissioner Little, to receive and file the correspondence.

**XII. COMMISSION RESPONSIBILITIES AND PROCEDURES REVISITED** – A brief presentation by Staff Addressing Questions.

Mr. Orellana noted that the item was next in a series of updates for the Commissioners. Mr. Dembowski (IR) will most likely have some comments at the August meeting as he is currently out of town. Commissioner Becker indicated he had no further questions at this time.

Commissioner Little requested clarification regarding jurisdiction of the Commission. Mr. Orellana stated that most disciplinary appeals are handled via the terms of various Memoranda of Agreements (MOAs) which typically provide for arbitration. However, there are still disciplinary matters that do come before the Commission and include unrepresented and managerial employees, as well as fire and sheriff department employees. Also, the MOA's usually do not supersede the personnel rules and regulations with regard to non-discipline/demotion matters, including absences without

leave and involuntary resignations which would then fall under the jurisdiction of the Commission

Mr. Orellana also stated that Mr. Nicoll and Mr. Dembowski wanted to take part in a training opportunity if the Commission so desired. He advised to agendize as old business the topic of training and he would advise Mr. Dembowski of the opportunity to address the issue of training and/or related specific topics at the August meeting.

Commissioner Vandenberg inquired about the requirement that Commissioners attend formal ethics training. Commissioners Relle, Vandenberg, Becker and Little all indicated they have completed the training. Ms. Shaw will follow up to be sure all Commissioners have completed the training and the certificates of completion are filed. Mr. Orellana indicated that state law requires the course be taken every two years and that the Form 700 disclosures are required upon taking or leaving office and then annually by April 1. Ms. Shaw stated that the Form 700 disclosures would be distributed at the January business meeting and due by the March meeting. Mr. Orellana indicated that there was no other training mandated for Commissioners.

### **XIII. COMMISSION/STAFF COMMENTS**

Cheryl Shaw, Commission Assistant, noted that at the Board of Supervisor's meeting on July 14, 2009, Commissioner Becker had been reappointed to the Commission. The reappointment was necessary as he had originally been appointed only to fill the remainder of Commissioner Bysse's term which expired on June 1, 2009. Commissioner Becker's appointment will now expire on June 1, 2013.

Ms. Shaw stated that she was reviewing what was entitled a "Guide for Commissioners" which only has historical value as it is about 20 years old, and will be working to review and update some of the information for presentation to the Commission and eventual posting to the Commission's website.

Ms. Shaw also stated that the report to the Board of Supervisors, as previously recommended by Commissioner Frank, could be done on a quarterly basis. Mr. Orellana stated that the Commission was only obligated to report annually but that a summary of cases, the amount of time spent by the Commission and other pertinent information would be of interest to the Board of Supervisors. This information is also helpful concerning the Commission's budget.

Commissioner Little indicated that Supervisor Long had requested more frequent updates and suggested a written report and to appear before the Board if requested. Chair Relle inquired as to whether an appearance by the Chair or other Commissioner in addition to the written report would be possible. Commissioners Becker and Vandenberg agreed that

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a quarterly written report should be submitted and an appearance could be made if so requested by the Board.

Mr. Orellana commented that each department is permitted to appear and provide a presentation to the Board on an annual basis during the Board's annual budget sessions that usually take place in May and June.

**XIV. ADJOURNMENT** – The meeting was adjourned at 10:15 a.m.