

COUNTY OF VENTURA
civil service commission
BOARD OF REVIEW AND APPEALS



MINUTES
REGULAR BUSINESS MEETING
THURSDAY NOVEMBER 19, 2009
9:30 a.m.
LOWER PLAZA ASSEMBLY ROOM

- I. **CALL TO ORDER** – Meeting was called to order at 9:35 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 October 22, 2009, were approved on motion of Commissioner Little, seconded by Commissioner Merricks.

- 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** – None.

- VII. **REQUEST FOR HEARING** – None.

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

IX. 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.

X. COMMISSION/STAFF COMMENTS

Chair Vandenberg inquired of staff whether the Commission could amend the By-laws to allow for cancellation of a meeting if there is no official business on the agenda to be conducted. Robert Orellana, Law Advisor, indicated that the By-laws could be amended to permit the Chair, or less than a quorum of the Commission, after consultation with staff, to publish a notice of cancellation of the meeting. A resolution could alternatively be adopted to reflect the process for cancellation of a meeting. In response to Commissioner Little, Mr. Orellana indicated that notice of cancellation of a meeting would need to take place 72 hours in advance of a regular business meeting and 24 hours in advance of a special meeting. Chair Vandenberg then requested that proposed language to amend the By-laws be presented at the December agenda for further discussion.

XI. ADJOURNMENT – The meeting was adjourned at 9:45.