

COUNTY OF VENTURA

civil service commission

BOARD OF REVIEW AND APPEALS



MINUTES
REGULAR BUSINESS MEETING
THURSDAY SEPTEMBER 24, 2009
9:30 a.m.
LOWER PLAZA ASSEMBLY ROOM

- I. **CALL TO ORDER** - The meeting was called to order by Vice-Chair Vandenberg at 9:35 a.m.
- II. **ROLL CALL** - Commissioners present: Vice Chair Vandenberg, Commissioners Merricks and Becker. Staff present: Cheryl Shaw, Commission Assistant, Law Advisor Robert Orellana, Jim Dembowski (IR), Tom Dorch (IR), Matthew Smith, County Counsel. Commissioner Little was absent.
- III. **PLEDGE OF ALLEGIANCE**
- IV. **ELECTION OF COMMISSION CHAIR AND APPOINTMENT OF ACTING VICE-CHAIR**
On unanimous vote on motion of Commissioner Becker, seconded by Commissioner Merricks, Commissioner Vandenberg was elected Chair of the Commission. Chair Vandenberg appointed Commissioner Merricks as acting Vice-Chair of the Commission.
- V. **MINUTES FOR APPROVAL** – The minutes of August 27, 2009, were approved on motion of Commissioner Becker, seconded by Commissioner Merricks.
- 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.] - None
- VII. **OLD BUSINESS** – None.

VIII. REQUEST FOR HEARING –

A. Mike Jenkins, Fire Protection District, #09-245-02
Appeal from Termination

Petitioner Mike Jenkins was present with his counsel, Michael Schwartz. Matthew Smith, County Counsel, appeared on behalf of the agency. Chair Vandenberg set the matter for hearing on February 22, 2009, at 9:30 a.m. The hearing panel will consist of Commissioner Vandenberg, chairing the panel, and Commissioners Merricks and Little. Law advisor will be Bob Boehm. The hearing is estimated to last 3 days.

IX. REQUEST FOR INVESTIGATION – None.

X. AMENDMENT OF CIVIL SERVICE COMMISSION BY-LAWS

Commissioner Vandenberg commented that there may be a need to revise the Commission's By-laws with respect to elections for Chair and Vice-Chair and to modify minimum service requirements for Commissioners to hold these positions. The recommendation from staff is to amend Article III, Section 1, to change the election of the Commission Chair and Vice-Chair to the regular business meeting to be held in September, rather than January. Also, to amend Article III, Section 2, to change the minimum service requirement of a Commissioner to be electable to a Chair or Vice-Chair position from 1 year to 3 months. To enact the by-law changes the Commission is required to make the proposal at least 30 days prior to formal vote under Article X, Section 2. Given those time requirements, the amendments can be placed on the Commission's November agenda for vote.

Commissioner Becker indicated there appeared to be no pressing reason for an immediate change given today's election of a new Chair and appointment of acting Vice-Chair. He also recommended a 6 month minimum service requirement and keeping the election in January.

The Commission tabled the issue for further discussion at the October meeting.

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.] – None.

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XII. COMMISSION/STAFF COMMENTS

Cheryl Shaw indicated she would be preparing a quarterly report to the Board of Supervisors for the Commission to review in October.

XIII. ADJOURNMENT – The meeting was adjourned at 9:48 a.m.