

COUNTY OF VENTURA

civil service commission

BOARD OF REVIEW AND APPEALS



Commissioners
Don Becker
Alyse M. Lazar
J. William Little
Haywood Merricks III
James Vandenberg

**MINUTES
SPECIAL MEETING
THURSDAY, SEPTEMBER 6, 2012
9:30 a.m.**

**Ventura County Government Center
HALL OF ADMINISTRATION, MAIN PLAZA
ATLANTIC CONFERENCE ROOM 253
(800 S. Victoria Avenue, Ventura, CA)**

Chair Merricks called the meeting to order at 9:30 a.m. Present were Chair Merricks, Vice-Chair Becker, Commissioners Vandenberg, Little and Lazar, Cheryl Shaw, Commission Assistant, and Robert Orellana, Law Advisor.

- I. NEW BUSINESS** - Commence initial public hearing pursuant to Section 2703 of the Ventura County Personnel Rules and Regulations regarding proposed amendments thereto including Article 3, Section 304 (Posting and Distribution of Announcements), Article 2, Section 229 (Extra Help Employee), and Article 2, Section 234 (Intermittent Employee). Second hearing scheduled for September 27, 2012.

Kelly Shirk addressed the Commission and summarized the proposed amendments. She stated that the amendment to Section 304 was necessitated by the findings of the audit conducted by Merit Systems Services. The other amendments were deemed necessary as the County does have both extra help and intermittent employees who are paid on a salary, rather than hourly, basis. In response to Commissioner Little, Ms. Shirk indicated that some recruitments had been kept open for fewer than 5 days based on the expected number of applicants.

Ms. Shirk stated that County Counsel had advised that the amendments were not subject to collective bargaining but that the County had sent out notices regarding the amendments to the represented employee groups and had received no responses to date.

In response to Chair Merricks, Ms. Shirk stated that other agencies have varying policies with regard to the time recruitments are open. The County is currently working on implementing the 5-day change while still meeting the business needs of the County.

There being no further comments or questions Chair Merricks continued the matter to September 27, 2012 for final action.

SPECIAL MEETING MINUTES
Civil Service Commission
September 6, 2012

- II. MINUTES – The Minutes of Special Meeting of August 22, 2012 were approved on motion by Commissioner Little, seconded by Vice-Chair Becker.
- III. STAFF COMMENTS - Discussion regarding recruitment for additional outside law advisors.

Cheryl Shaw stated that Bob Boehm had notified her of his resignation as an outside law advisor to the Commission as he was moving out of the area. Commissioner Lazar requested that the Commission provide him with a commendation and Ms. Shaw stated she will have a certificate prepared.

The advertisement for additional outside law advisors was discussed. Ms. Shaw indicated that options for print advertising were available through the Ventura County Bar Association and Daily Journal and an announcement could also be placed on the Commission's website. Commissioner Lazar stated that advertising through the local bar association and legal publication should yield qualified applicants but the Commission should also include advertising through other public employment associations and groups. Commissioner Becker suggested that the advertisement reflect the need for someone with litigation knowledge. The Commission appointed a sub-committee consisting of Commissioners Vandenberg and Lazar to review the initial applications. The Commission agreed that the final interview of candidates would be conducted by the entire Commission with the assistance of Human Resources.

Chair Merricks presented Commissioner Vandenberg with a commendation recognizing his years of service as Chair for the Commission.

The meeting was adjourned at 9:50 a.m.