

civil service commission

BOARD OF REVIEW AND APPEALS



Commissioners

Don Becker
Alyse M. Lazar
Haywood Merricks III
Joyce A. Taylor
James Vandenberg

MINUTES
REGULAR BUSINESS MEETING
THURSDAY, APRIL 24, 2014
9:30 a.m.
County of Ventura Government Center
Hall of Administration
LOWER PLAZA ASSEMBLY ROOM

- I. **CALL TO ORDER** – Chair Merricks called the meeting to order at 9:30 a.m.
- II. **ROLL CALL** - Commissioners present: Chair Merricks, Vice-Chair Becker and Commissioners Vandenberg, Lazar and Taylor. Staff present: Cheryl Shaw, Commission Assistant, Robert Orellana, Law Advisor, and Jim Dembowski (IR).
- III. **PLEDGE OF ALLEGIANCE**
- IV. **MINUTES FOR APPROVAL** – The minutes of the Regular Business Meeting of March 27, 2014, were approved on motion by Commissioner Lazar, and seconded by Commissioner Vandenberg.
- V. **PUBLIC COMMENTS** – None.
- VI. **OLD BUSINESS** – None.
- VII. **NEW BUSINESS** – Discuss and finalize proposed language for amendment to your Commission’s By-Laws to establish a procedure for conducting reviews of proposed Memoranda of Agreement pursuant to Section 103 of the Ventura County Personnel Rules and Regulations; direct staff to agendize adoption of proposed amendment at a future meeting of the Commission.

Commissioner Lazar commented that since Section 103 reviews are conducted to review whether amendments to MOA’s comply with the Personnel Rules and Regulations, that it would be helpful to include in the procedure that either legal counsel or someone from County Labor Relations render an opinion when the Section 103 review documents are submitted as to whether the terms of amendments conflict with the Personnel Rules and Regulations.

Mr. Orellana cautioned that the amended By-Law provisions must comply with the Brown Act and reiterated that the goal of revising the Commission's By-Laws was to provide a streamlined process for reviewing uncontroversial amendments submitted for review under Section 103. Mr. Orellana stated that the Commission is not the decision making body in this respect, but only acts to make recommendations to the Board of Supervisors as to whether provisions within a given MOA adversely impact the Personnel Rules and Regulations. The proposed amended By-Laws do provide for any one Commissioner to request a meeting to conduct a Section 103 review.

In response to Commissioner Vandenberg's inquiry about notification to the represented employee groups that the Commission was considering such an amendment, Mr. Orellana stated that the Commission's meeting agenda is circulated to all those who have requested notice. Ms. Shaw indicated that several employee organization representatives are on the notice list and Mr. Orellana stated that the Commission could direct staff to send a specific notice to each bargaining unit when the By-Laws are agendized for adoption.

Mr. Dembowski stated he had no objection to the amended By-Law language. He also stated that should any amended MOA term potentially have an adverse impact on the Personnel Rules and Regulations that would be brought to the Commission's attention upon submission of the MOA.

Chair Merricks and Vice-Chair Becker both expressed that the amended By-Laws were an efficiency measure but if the timing for review of a submitted MOA fell within the Commission's regular business meeting schedule that a Section 103 review of that MOA should appear on the agenda for that meeting.

On motion by Commissioner Vandenberg, seconded by Vice-Chair Becker, the amended By-Laws were set for adoption at the Commission's business meeting on June 26, 2014. Staff was directed to give special notice of that meeting to the bargaining unit representatives and Ms. Shaw will coordinate that notice list with Mr. Dembowski.

VIII. REQUEST FOR HEARING – None.

IX. REQUEST FOR INVESTIGATION – None.

X. INFORMATIONAL – None.

XI. COMMISSION/STAFF COMMENTS –

- A. Presentation of quarterly report to Board of Supervisors regarding Commission's activities for third fiscal quarter.

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Upon motion by Commissioner Vandenberg, seconded by Commissioner Lazar, the Commission voted to direct the Chair to sign the letter to the Board of Supervisors for the Board's next business meeting.

B. Presentation of the 2014-2015 fiscal year budget for the Civil Service Commission.

Ms. Shaw responded to several questions regarding the Commission's budget.

Ms. Shaw further informed the Commissioners that she would be undertaking a project to scan the Commission's meeting minutes and hearing orders so that the old records could be more easily searched.

XII. ADJOURNMENT - The meeting was adjourned at 10:00 a.m.