

# 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, JUNE 26, 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 9:32 a.m.
- II. **ROLL CALL** - Commissioners present: Chair Merricks, Vice-Chair Becker, Commissioners Lazar and Taylor. Staff present: Cheryl Shaw, Commission Assistant, and Roberto Orellana, Law Advisor.
- III. **PLEDGE OF ALLEGIANCE**
- IV. **MINUTES FOR APPROVAL** – The minutes of the Regular Business Meeting of May 22, 2014, were approved on motion by Commissioner Taylor, seconded by Commissioner Lazar, with Vice-Chair Becker abstaining. The minutes of the Special Meeting of June 2, 2014, were approved on motion by Vice-Chair Becker, seconded by Commissioner Lazar. The minutes of the Special Meeting of June 23, 2014, were approved on motion by Commissioner Taylor, seconded by Vice-Chair Becker, with Commissioner Lazar abstaining.
- V. **PUBLIC COMMENTS** – None.
- VI. **OLD BUSINESS** – None.
- VII. **NEW BUSINESS** –
  - A. Adoption of amendment to 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; Approval of Form of Letter Transmitting Commission’s Determination to Board of Supervisors.

Ms. Shaw stated that Mr. Dembowski, although not able to be present at the meeting, did notify her that Industrial Relations had no objection to the adoption of the amendments. Mr. Orellana stated, in response to Commissioner Lazar, that each individual

Commissioner could direct staff on the format of receiving the documents associated with Section 103 reviews.

There being no further questions or comments, the amendment to the By-Laws and the format for the letter of advice to Board of Supervisors were adopted upon motion by Vice-Chair Becker, seconded by Commissioner Taylor, by a unanimous vote the members present at the meeting.

- B.** Approval of Revised Conflict of Interest Code for County of Ventura Civil Service Commission noting that the Clerk of the Board of Supervisors is now the filing officer for the Civil Service Commission.

Ms. Shaw stated that pursuant to a request for the Clerk of the Board of Supervisors, in conjunction with the 2014 Local Agency Biennial Notice, the amendment to the Commission's Conflict of Interest Code was necessary to reflect the change in filing officers for the Commission. The Commissioners and other persons required to file a statement of economic interest pursuant to the Conflict of Interest Code will do so using an electronic filing system. Ms. Shaw stated that she will be trained on the electronic filing system as the Filing Official for the Commission, though the statements of economic interest will now be filed with the Clerk of the Board as the Filing Officer.

The revised conflict of interest code was approved on motion by Commissioner Lazar, seconded by Commissioner Taylor, by a unanimous vote of the members present at the meeting.

**VIII. REQUEST FOR HEARING** – None.

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

**X. INFORMATIONAL** – None.

**XI. COMMISSION/STAFF COMMENTS** – In response to a question from the Commission, Mr. Orellana clarified that the new procedures for conducting Section 103 reviews can be used immediately because amendments to the By-Laws take effect at the time of final adoption.

Mariaelena Miller, the President of the Specialized Peach Officers Association of Ventura County (SPOAVC), introduced herself, expressed interest in learning about the Commission, but said that she had no comments on any of the agenda items or otherwise.

Ms. Shaw stated that Ms. Miller would be added to the Notice for Request e-mail distribution list for the Commission's agendas and that she could arrange to meet with

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Ms. Miller to provide her with additional information regarding the function and duties of the Commission.

**XII. ADJOURNMENT** – The meeting was adjourned at 9:50 a.m.