

# 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, SEPTEMBER 25, 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, Commissioners Vandenberg, Lazar and Taylor. Staff present: Cheryl Shaw, Commission Assistant. Roberto Orellana, Law Advisor to the Commission was present following closed session.
- III. PLEDGE OF ALLEGIANCE**
- IV. CLOSED SESSION** – Peace Officer Discipline or Dismissal Case(s) – One Matter. The Commission proceeded into Closed Session at 9:32 a.m. and resumed regular session at 9:41 a.m.
- V. MINUTES FOR APPROVAL** – The minutes of the Regular Business Meeting of June 26, 2014, were approved on motion by Commissioner Vandenberg, seconded by Vice-Chair Becker. The minutes of the Special Meeting of September 15, 2014, were approved on motion by Commissioner Vandenberg, seconded by Commissioner Taylor, with Vice-Chair Becker abstaining.
- VI. PUBLIC COMMENTS** – None.
- VII. OLD BUSINESS** – None.
- VIII. NEW BUSINESS** – Approval of Revised Conflict of Interest Code (COIC) for County of Ventura Civil Service Commission noting the quantity of positions for each designated position reflected in Exhibit A to the COIC.

Ms. Shaw stated that pursuant to a request from the Clerk of the Board of Supervisors, in conjunction with the 2014 Local Agency Biennial Notice, an additional amendment to the Commission's Conflict of Interest Code was necessary to reflect the quantity of

positions for each designation. The revised conflict of interest code was unanimously approved on motion by Vice-Chair Becker, seconded by Commissioner Vandenberg.

**IX. REQUEST FOR HEARING** – None.

**X. REQUEST FOR INVESTIGATION** – None.

**XI. INFORMATIONAL** – In response to an inquiry from Commissioner Vandenberg regarding old matters still pending before the Commission, Mr. Orellana stated that the Commission could agendize any pending matter for a status update and that parties have to show good cause for any requested continuance, unless federal or state law provides otherwise. Ms. Shaw stated that one pending case that was originally brought before the Commission in April, 2013, was currently being continued due to the petitioner's deployment to active duty service in the military, pursuant to federal law. Petitioner's counsel recently informed Ms. Shaw that he was attempting to reach his client to confirm that his deployment has terminated but that she had not heard back from his counsel.

Mr. Orellana stated that, if the Commission had actual knowledge that the petitioner had returned from active duty, the Commission could set a hearing date after any applicable waiting period set by federal law. He also offered that the Commission could agendize the matter for a status update. The Commission thereupon directed Ms. Shaw to agendize a status update for the October meeting regarding one pending matter.

Commissioner Lazar also requested that the Commission not schedule meetings that conflict with the Jewish holiday calendar. Mr. Orellana stated that the Commission could change its by-laws regarding the scheduling of regular business meetings or could agendize a calendar meeting each year to determine if any conflicts exist with the Commission's regular business meeting dates for that upcoming year. After a brief discussion, the Commission directed staff to agendize a calendar review each January.

**XII. COMMISSION/STAFF COMMENTS** – Presentation of the Commission's quarterly and fiscal year end activities report to the Board of Supervisors.

Upon motion by Commissioner Vandenberg, seconded by Commissioner Taylor, the Commission voted unanimously to direct the Chair to sign the last quarterly report letter for fiscal year 2014-15 to the Board of Supervisors for its next business meeting.

Ms. Shaw stated that IT Services had installed an upgraded version of Adobe Acrobat and also an OCR program so that the historical minutes she has scanned will be word searchable. She also reported that she is currently waiting for a new scanner to be installed to continue the project of scanning the Commission's archived minutes. The Commission directed her not to upload any scanned documents to the Commission's Internet web page until she has completed scanning all such records and then the Commission would address uploading the documents.

**XIII. ADJOURNMENT** – The meeting was adjourned at 10:00 a.m.