



Commissioners

Dr. Vincent Stewart – Chair
Donald Becker – Vice Chair
James Vandenberg
Patricia S. Parham
Joel R. Price

MINUTES
REGULAR BUSINESS MEETING
Thursday, April 25, 2024
9:00 a.m.
MULTI-PURPOSE ROOM, 3rd Floor
Hall of Administration

- I. **CALL TO ORDER** - Chair Stewart called the meeting to order at 9:09 a.m.
- II. **ROLL CALL** - Commissioners Present: Chair Stewart, Vice-Chair Becker, Commissioners Vandenberg, Parham and Price; Staff Present: Cheryl Shaw, Commission Assistant, Emily Gardner, Law Advisor, and Tabin Casio, Interim Director of Human Resources.
- III. **PLEDGE OF ALLEGIANCE**
- IV. **MINUTES FOR APPROVAL** – The minutes of the Regular Business Meeting of January 25, 2024, were approved on motion by Vice-Chair Becker and seconded by Commissioner Vandenberg.
- V. **PUBLIC COMMENTS** – None.
- VI. **OLD BUSINESS** – Report(s) from staff regarding the process required to amend or repeal the Civil Service Ordinance, and audit of the extent of binding arbitration clauses contained in Memoranda of Agreements in other counties.

Following reports from Ms. Gardner and Ms. Shaw staff was directed to agendaize to a future meeting discussions regarding (1) making formal request to the CEO's office that the Civil Service Commission be notified prior to any requests going before the Board of Supervisors to amend the Ventura County Civil Service Ordinance, and (2) drafting correspondence to the Board of Supervisors regarding mandatory binding arbitration provisions contained in various County Memoranda of Understanding.

- VII. INFORMATIONAL** – Update regarding Amendments to the County Administrative Policy Manual approved by the Board of Supervisors on March 26, 2024, including Chapter I-3 Code of Ethics, Chapter VIII(A)-2 Equal employment Opportunity Plan, and Chapter VIII(A)-3 Sexual Harassment Policy.

Mr. Cosio updated the Commission on the above adopted policy amendments and the status of the training sessions regarding same for County supervisors, managers and employees.

VIII. COMMISSION/STAFF COMMENTS

- A.** Presentation of the Civil Service Commission's Budget for fiscal year 2024-2025.
- B.** Presentation of the quarterly activity report to the Board of Supervisors. On motion by Vice-Chair Becker, seconded by Commissioner Price, the Chair was directed to sign the report letter to the Board of Supervisors.

Commissioner Vandenberg further inquired about conducting a performance evaluation for Ms. Shaw and asked that be agendaized to a future meeting.

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