



COUNTY OF VENTURA

# civil service commission

BOARD OF REVIEW AND APPEALS

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**Commissioners**  
Don Becker  
Alyse M. Lazar  
Haywood Merricks III  
Patricia S. Parham  
James Vandenberg

**MINUTES**  
**REGULAR BUSINESS MEETING**  
**THURSDAY, May 25, 2017**  
**9:00 a.m.**  
**County of Ventura Government Center**  
**Hall of Administration**  
**LOWER PLAZA ASSEMBLY ROOM**

- I. **CALL TO ORDER** – Chair Lazar called the meeting to order at 9:00 a.m.
- II. **ROLL CALL** - Commissioners present: Chair Lazar, Vice-Chair Vandenberg, Commissioners Becker, Merricks and Parham. Staff present: Cheryl Shaw, Commission Assistant, Robert Orellana, Law Advisor, Mike Curnow, (IR) and Jim Dembowski, Assistant Human Resources Director.
- III. **PLEDGE OF ALLEGIANCE**
- IV. **MINUTES FOR APPROVAL** – The minutes of the Regular Business Meeting of April 27, 2017 were approved on motion by Commissioner Parham, seconded by Vice-Chair Vandenberg.
- V. **PUBLIC COMMENTS** - None
- VI. **OLD BUSINESS** –
  - A. Investigation regarding Criminal Justice Attorneys’ Association of Ventura County (CJAAVC) request relating to the lateral transfer process used to fill vacancies within District Attorney’s Office, Case #14-281-03-02.

\*Please note: The minutes reflect a summary of the Commission’s business meeting. A copy of the complete audio tape of the meeting can be obtained from the Commission’s office at (805) 662-6787 or by email to: [civil.servicecomm@ventura.org](mailto:civil.servicecomm@ventura.org)

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Christina Vanarelli, Esq., appeared on behalf of the Criminal Justice Attorneys' Association of Ventura County (CJAAVC). Mr. Dembowski appeared on behalf of the County.

Chair Lazar stated that the matter had been previously been continued as the Commission was awaiting a response from the County's Human Resources Department relating to the County's amenability of working with the Commission to make recommendations to the Board of Supervisors with respect to revising the language contained in the lateral transfer process provisions in the Personnel Rules and Regulations. Chair Lazar further stated that the Commission received a letter from the Human Resources Department stating that the County has undertaken to change both the Human Resources website and job announcements to include information regarding the lateral transfer process.

Mr. Dembowski stated that County Human Resources felt that the changes already made to the website and information being posted on job announcements were sufficient to give notice of the availability of the lateral transfer process to potential applicants. Chair Lazar and Commissioner Parham thanked the County for making the changes and making the process more transparent.

Ms. Vanarelli stated that her client is pleased with the changed language and thanked the County but still expressed concern about whether the County would be consistent in its implementation of the lateral transfer policy, i.e., whether it would adhere to the criteria set forth in the policy. Chair Lazar stated that, while the Commission appreciates the CJAAVC's concerns, the Commission can only assist in implementing changes and, if the County does abide by its policy in a consistent manner in the future, that issue could be brought to the Commission's attention.

There being no further comments, discussion, or objections, Chair Lazar thanked CJAAVC and the County for their collaborative efforts during the investigation process and declared the investigation to be complete.

**VII. REQUEST FOR HEARING** – None.

**VIII. REQUEST FOR INVESTIGATION** – None.

**IX. INFORMATIONAL** – None.

**X. COMMISSION/STAFF COMMENTS** – Ms. Shaw congratulated Commissioner Parham on her recent reappointment to the Civil Service Commission. She also stated that it is anticipated, based upon her discussion with Supervisor Bennett's office, that Commissioner Becker's reappointment will be forthcoming.

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Ms. Shaw then informed the Commission that she is working with attorneys for the parties in the Kimberly Michael appeal to set a date to complete the hearing.

Ms. Shaw concluded her comments by asking each Commissioner to complete the County's sexual harassment prevention training and told them that the on-line training course is available. All Commissioners confirmed they have received an e-mail from the County's training administrator.

**XI. CLOSED SESSION**

**A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION**

Title: Civil Service Commission Assistant

The Commission proceeded into Closed Session at 9:11 a.m. At the conclusion of Closed Session at 10:03 a.m., the Commission reconvened in open session.

**XII. NEW BUSINESS** – Consider merit pay salary increase for the Commission Assistant; take appropriate action thereon.

Upon motion by Vice-Chair Vandenberg, seconded by Commissioner Merricks, the Commission unanimously voted to approve a merit increase for Ms. Shaw in the percentage increase needed to place her in the top of her salary range, estimated at slightly over 3%. Ms. Shaw thanked the Commission and was instructed to forward the necessary paperwork to the CEO fiscal department to process the merit increase.

**XIII. ADJOURNMENT** – The meeting was adjourned at 10:35 a.m.