

# civil service commission

BOARD OF REVIEW AND APPEALS



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**MINUTES  
REGULAR BUSINESS MEETING  
THURSDAY, MAY 26, 2016  
9:30 a.m.**

**County of Ventura Government Center  
Hall of Administration  
LOWER PLAZA ASSEMBLY ROOM**

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

- I. CALL TO ORDER** – Chair Becker called the meeting to order at 9:30 a.m.
- II. ROLL CALL** - Commissioners present: Chair Becker, Vice-Chair Lazar, Commissioners Vandenberg and Merricks. Staff present: Cheryl Shaw, Commission Assistant, and Mike Curnow (IR). Roberto Orellana, Law Advisor to the Commission joined the meeting following the closed session.

**III. PLEDGE OF ALLEGIANCE**

The Commission adjourned to Closed Session at 9:35 a.m.

**IV. CLOSED SESSION –**

- A. Peace Officer Discipline or Dismissal Case – One Matter
- B. Public Employment  
Title: Commission Assistant

The Commission proceeded back into Open Session at 10:20 a.m.

Chair Becker announced that the Commission will be making an offer of employment for the Commission Assistant position to Amber Lloyd. Following a brief discussion regarding the offer of compensation, it was unanimously moved, on motion by Commissioner Vandenberg, seconded by Vice-Chair Lazar, to make the offer of employment to Ms. Lloyd in the amount of \$34.94 per hour, plus a 5% educational incentive.

Staff was directed to make an offer of employment to Ms. Lloyd with the assistance of Human Resources.

**V. MINUTES FOR APPROVAL** – The minutes of the Regular Business Meeting of April 28, 2016, were approved on motion by Vice-Chair Lazar, and seconded by Commissioner Vandenberg. The minutes of the Special Business Meeting of April 28, 2016, were approved on motion by Commissioner Vandenberg, seconded by Vice-Chair Lazar.

**VI. PUBLIC COMMENTS** – None.

**VII. OLD BUSINESS** – Discussion regarding status of recruitment for Civil Service Commission Assistant position.

Chair Becker noted that the discussion regarding the recruitment was concluded following closed session (see above). In response to a question from Commissioner Vandenberg, Ms. Shaw stated that new employees typically start at the beginning of a pay period so assuming that the offer of employment is accepted, the new Commission Assistant could conceivably start work on June 6, 2016.

**VIII. REQUEST FOR HEARING** – None.

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

**X. NEW BUSINESS** – None.

**XI. INFORMATIONAL** – None.

**XII. COMMISSION/STAFF COMMENTS** – Discussion regarding contracting with additional outside legal advisors.

Ms. Shaw stated this item was placed on the Agenda because Mr. Millich had informed her he is contemplating retiring at the end of the year and the Commission had previously discussed adding or having the availability of another law advisor. She then informed commissioners that Grant Burton had recently submitted his resume and is interested in the position. Ms. Shaw stated that, in speaking with the County Executive Office's fiscal department, she had learned that it would be easiest to just transfer the remaining balance of Mr. Millich's purchase order to a new law advisor when Mr. Millich decides to retire. However, it was also possible to add another law advisor at any time the Commission so desires. She also stated that there have been a few instances in the past wherein issues have arisen at the last minute and, due to the distance the current law advisors live from Ventura, it may be beneficial to have someone more local to assist the Commission, especially for such last minute needs.

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The Commission agreed that they would like to discuss the issue further and instructed staff to agendaize the matter for the regular business meeting of July 28, 2016, for further discussion and to invite Mr. Burton to attend that meeting.

Ms. Shaw also stated that due to the previously established lack of a quorum of currently serving commissioners being available, the regular business meeting of June 23, 2016, probably will have to be cancelled by the Chair. The next regular business meeting after that time is scheduled for July 28, 2016.

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