

COUNTY OF VENTURA
civil service commission
BOARD OF REVIEW AND APPEALS



MINUTES
REGULAR BUSINESS MEETING
THURSDAY, July 28, 2016
9:30 a.m.
County of Ventura Government Center
Hall of Administration
LOWER PLAZA ASSEMBLY ROOM

- I. **CALL TO ORDER** – Chair Becker called the meeting to order at 9:30 a.m.
- II. **ROLL CALL** - Chair Becker, Vice-Chair Lazar, Commissioners Merricks and Vandenberg, Staff present: Cheryl Shaw, Commission Assistant, Roberto Orellana, Law Advisor to the Commission, and Mike Curnow (IR).
- III. **PLEDGE OF ALLEGIANCE**
- IV. **MINUTES FOR APPROVAL** – The Minutes of the Regular Business Meeting of May 26, 2016, were approved on motion by Commissioner Vandenberg, seconded by Commissioner Merricks.
- V. **PUBLIC COMMENTS** – None.
- VI. **OLD BUSINESS** – Receive and file notice from outside law advisor Stephen Millich regarding his retirement effective December 31, 2016. Discuss entering into one or more new contracts with outside law advisors, consider resume of attorney Grant Burton in regard thereto, and take action as warranted.

Board members engaged in a brief discussion with Mr. Burton, who responded to questions from Commissioner Vandenberg and Vice-Chair Lazar regarding his qualifications and experience with administrative hearings. Upon motion by Commissioner Vandenberg, seconded by Vice-Chair Lazar, the Commission unanimously voted to enter into a standard conflict law advisor contract with Mr. Burton effective upon completion of all legal services currently being handled by Mr. Millich. Staff was directed to draft the contract and agendize its approval at the Commission's next regular business meeting.

- VII. **REQUEST FOR HEARING** – None.

VIII. REQUEST FOR INVESTIGATION – None.

IX. NEW BUSINESS –

A. Announcement from Special Meeting Closed Session of July 13, 2016.

Chair Becker announced that during the closed session at the special meeting of the Commission held on July 13, 2016, the Commission decided to terminate the employment of Amber Lloyd, who had recently been hired as the Commission Assistant to replace Ms. Shaw, since Ms. Shaw had withdrawn her resignation. The Chair also stated that the Commission's decision to terminate Ms. Lloyd had nothing to do with any action or inaction or fault on her part but was only due to the Commission's desire to retain Ms. Shaw as the Commission's Assistant and inability to employ more than one Commission Assistant at a time. The Chair also informed all present that, on July 13, 2016, Ms. Lloyd was presented with and signed a release relating to her employment which provides that she continues to receive compensation until September 10, 2016, based on a half-time work schedule, as a severance package authorized by Article 2, Section 203 of the County of Ventura's Management, Confidential Clerical and Other Unrepresented Employees Resolution.

B. Discussion regarding withdrawal of resignation by Commission Assistant Cheryl Shaw and take action thereon.

Chair Becker reiterated that Ms. Shaw submitted a withdrawal of her resignation while she continued to work 10 hours a week for training purposes, and that she therefore had not severed employment. There was no further discussion.

C. Discuss and adjust work hours of the Commission Assistant.

Ms. Shaw requested approval for her to return to her regular, 45 hours per bi-week work schedule beginning August 8, 2016.

Anna Ford, CEO Administrative Officer, confirmed that Ms. Shaw's work schedule had been reduced to 20 hours bi-weekly but that, with the withdraw of her resignation, her schedule could be adjusted back to 45 hours bi-weekly.

Upon motion by Commissioner Vandenberg, seconded by Vice-Chair Lazar, the Commission unanimously voted to return Ms. Shaw's work schedule to 45 hours bi-weekly effective August 8, 2016.

Mr. Dembowski inquired whether a change of Ms. Shaw's work hours at this point would have any impact on the agreement made with Ms. Lloyd. Mr. Orellana confirmed it would not as the agreement with Ms. Lloyd was contractual and part of the settlement agreement and release she had signed.

D. Election of Chair and Vice-Chair of the Commission pursuant to Article III, Section 1 of the Commission's Bylaws.

Commissioner Vandenberg nominated Vice-Chair Lazar for the position of Chair of the Commission. The nomination was seconded by Commissioner Merricks. Hearing no other nominations, Chair Becker closed the nominations. The Commission unanimously voted to elect Vice-Chair Lazar the new Chair of the Commission.

Chair Becker then nominated Commissioner Vandenberg for the position of Vice-Chair of the Commission. The nomination was seconded by Vice-Chair Lazar. Hearing no other nominations the Chair closed the nominations. The Commission unanimously voted to elect Commissioner Vandenberg the new Vice-Chair of the Commission.

X. INFORMATIONAL - None.

XI. COMMISSION/STAFF COMMENTS – Presentation of report to the Board of Supervisors of the Commission's activity for fourth fiscal quarter and year-end summary.

Upon motion by Commissioner Vandenberg, seconded by Commissioner Merricks, the Commission voted unanimously to direct outgoing Chair Becker to sign the report letter and forward it to the Board of Supervisors for its next business meeting.

Ms. Shaw stated that the Commissioners would be receiving individual training with the tablets to familiarize them with using the tablets with during future hearings.

XII. ADJOURNMENT – The meeting was adjourned at 9:55 a.m.