

COUNTY OF VENTURA
civil service commission

BOARD OF REVIEW AND APPEALS



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

MINUTES
REGULAR BUSINESS MEETING
THURSDAY, September 22, 2016
9:30 a.m.
County of Ventura Government Center
Hall of Administration
MULTIPURPOSE ROOM, 3RD FLOOR

I. CALL TO ORDER - Chair Lazar called the meeting to order at 9:30 a.m. The Commissioners were present, along with the Commission Assistant, Cheryl Shaw.

II. PLEDGE OF ALLEGIANCE

III. WELCOME COMMISSIONER PARHAM – Chair Lazar welcomed Commissioner Patricia Parham to the Commission. The Commission then proceeded into its schedule Closed Session, at 9:32 a.m.

IV. CLOSED SESSION – Peace Officer Discipline or Dismissal – One Matter

At the conclusion of its Closed Session, the Commission reconvened in Open Session, at 9:42a.m. At that time, the Commission was joined by Mike Curnow, Industrial Relations, and its Law Advisor, Assistant County Counsel Roberto Orellana.

V. MINUTES FOR APPROVAL – The Regular Business Meeting minutes of July 28, 2016 were approved on motion by Vice-Chair Vandenberg, seconded by Commissioner Becker, with Commissioner Parham abstaining.

VI. PUBLIC COMMENTS – None.

VII. OLD BUSINESS – Approval of standard contract with Grant Burton to act as an outside law advisor to the Commission, effective October 1, 2016.

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Ms. Shaw stated that the legal services contract had been reviewed by Mr. Orellana and that a draft had also been sent to Mr. Burton, who responded by stating that the terms were acceptable to him. The contract was therefore being presented for final review and approval by the Commission before related paperwork and a purchase order could be issued for Mr. Burton's contract to commence.

On motion by Vice-Chair Vandenberg, seconded by Commissioner Merricks, with Commissioner Parham abstaining, the Commission approved the contract and instructed staff to finalize the paperwork necessary to retain Mr. Burton as an outside legal advisor.

VIII. REQUEST FOR HEARING – None.

IX. REQUEST FOR INVESTIGATION – None.

X. NEW BUSINESS –

- A. Review 2016 Local Agency Biennial Notice regarding Civil Service Commission's Conflict of Interest Code; Authorize Chair to Sign Notice.**

Ms. Shaw stated that the Commission's Conflict of Interest Code must be reviewed for amendments on a biennial basis. In 2014, the Commission amended its Conflict of Interest Code to reflect changes in reporting for its law advisors and to include the number of designated positions subject to the reporting requirements of the Code. She also stated that counsel had reviewed the Biennial Notice and did not feel any amendment was necessary to the Commission's Conflict of Interest Code at this time.

On motion by Vice-Chair Vandenberg, seconded by Commissioner Merricks, with Commissioner Parham abstaining, the Chair was authorized to sign the 2016 Local Agency Biennial Notice and staff was instructed to file the Notice with the Clerk of the Board.

- B. Adopt a Resolution Approving a Certificate of Appreciation for Outside Counsel Millich.**

Ms. Shaw stated that she had a Certificate of Appreciation prepared for Mr. Millich who had tendered his resignation as one of the Commission's outside legal advisors due to his retirement from the practice of law. Commissioner Merricks commented that Mr. Millich would be missed. Upon motion by Commissioner Becker, seconded by Vice-Chair Vandenberg, with Commissioner Parham abstaining, the Commission voted to adopt the resolution approving the Certificate of Appreciation for Mr. Millich. Chair Lazar asked that the Commissioners sign the certificate at the conclusion of the meeting.

XI. INFORMATIONAL – None.

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- XII. COMMISSION/STAFF COMMENTS** – Vice-Chair Vandenberg inquired as to the status of the trial of the Superior Court case brought by the Criminal Justice Attorneys’ Association of Ventura County. Ms. Shaw said she understood the trial was calendared to start on September 16, but that she had not heard whether that occurred and would follow up with the attorneys involved and advise the Commissioners of the status.
- XIII. ADJOURNMENT** – The meeting was adjourned at 10:00 a.m.