

CITY OF NEWPORT BEACH CIVIL SERVICE BOARD MINUTES
Council Chambers – 100 Civic Center Drive
Monday, July 7, 2014
REGULAR MEETING
5:00 PM

I. CALL REGULAR MEETING TO ORDER (5:00 PM)

Chairperson Maiqual Talbot called the meeting to order at 5:00 PM.

II. ROLL CALL

Civil Service Board Members:

Maiqual Talbot, Chairperson
Debra Allen, Board Member
James "Mickey" Dunlap, Board Member
Jeff Herdman, Board Member
Hugh Logan, Board Member

Staff Members:

Terri L. Cassidy, Deputy City Manager/HR Director/Secretary to the Board
Lauren Farley, Deputy HR Director
Jason Guyser, Assistant City Attorney
Jyll Ramirez, Administrative Specialist to the Deputy City Manager

Administrative Specialist to the Deputy City Manager Jyll Ramirez reported that all Board Members were present. However, Deputy City Manager Terri Cassidy had an excused absence.

III. FLAG SALUTE – Led by Board Member Dunlap

IV. ANNOUNCE AND CONGRATULATE NEW BOARD MEMBER JEFF HERDMAN ON HIS APPOINTMENT BY CITY COUNCIL TO THE CIVIL SERVICE BOARD FOR THE JULY 1, 2014 – JUNE 30, 2018 TERM (APPOINTMENT ANNOUNCED AT JUNE 24, 2014 CITY COUNCIL, REGULAR MEETING)

Chairperson Talbot announced and congratulated Board Member Herdman on his appointment to the Civil Service Board.

V. CHAIRPERSON ELECTION FOR 2014/15 CHAIRPERSON – TERRI CASSIDY, SECRETARY TO THE BOARD

Lauren Farley, Deputy HR Director, opened the election to the Civil Service Board. She stated that nominations do not require a second, they are not debatable, cannot be amended or reconsidered and a majority vote is required to elect. The Motion to close nominations does require a second, is not debatable, cannot be reconsidered and requires a two-thirds vote. If there is more than one nomination, voting will be done by a paper ballot and the results read at the conclusion of the balloting. If there is only one nomination, the voting will be done using the electronic voting system.

Ms. Farley opened nominations for the Chairperson of the Civil Service Board.

Board Member Allen nominated Board Member Logan for the Chairperson position.

There were no other nominations offered or comments from the public.

Board Member Dunlap made a Motion to close nominations for the Chairperson position. The Motion was seconded by Board Member Allen. It was approved 4 Ayes, 0 No, and 1 Abstain (Logan). Board Member Logan was declared the new Chairperson of the Civil Service Board.

VI. VICE CHAIRPERSON ELECTION FOR 2014/15 – NEWLY ELECTED 2014/2015 CHAIRPERSON

Chairperson Logan thanked the Board for his appointment and called for nominations for the Vice Chairperson of the Civil Service Board.

Board Member Talbot nominated Board Member Allen for the position of Vice Chairperson of the Civil Service Board.

There were no other nominations offered or comments from the public.

Chairperson Logan made a Motion to close nominations for the Vice Chairperson position. The Motion was seconded by Board Member Dunlap. It was approved 4 Ayes and 0 No, 1 Abstain (Allen). Board Member Allen was declared Vice Chairperson of the Civil Service Board.

VII. PUBLIC COMMENTS

The notice was read by Ms. Ramirez.

Interested parties were invited to address the Board. Hearing none, the Public Comments portion of the meeting was closed.

VIII. CONSENT CALENDAR

**A. APPROVAL OF MEETING MINUTES
CSB Regular Meeting of June 2, 2014 - Waive reading of subject Minutes, approve as written and order filed.**

Board Member Dunlap made a Motion to waive reading the June 2, 2014, Regular Meeting Minutes, approve as written and ordered filed. The Motion was seconded by Vice Chairperson Allen. It was approved 5 Ayes, 0 No.

VI. CURRENT BUSINESS

A. ORAL REPORTS

1. CITY-WIDE AND HUMAN RESOURCES MATTERS – Lauren Farley, Deputy HR Director

Ms. Farley updated the Board on the Enterprise Resource Plan (ERP), which is the City's new financial management, HR information system, payroll system, billing, utility billing, and work order software. She noted that in anticipation of extensive Human Resources involvement, in early January 2015, they are conducting second interviews for a Human Resources Analyst or Human Resources Specialist II to assist with regular operations.

On Monday, July 14, 2014, two new employees, Deputy Public Works Director, Mark Vukojevic and Administrative Manager for the Fire Department, Angela Crespi, will be joining the staff.

Chairperson Logan called for questions or comments from the Board, seeing none, the item was closed.

2. FIRE DEPARTMENT MATTERS – Scott Poster, Fire Chief

The fire and burn activity over the Fourth of July weekend was fairly positive, with minimal activity. Marine activity was busy with six- to eight-foot surf and 10- to 12-foot sets. For the three day weekend, the beach attendance was 340,000 and there were 576 rescues, 18,400 preventative actions, 372 first aids and a couple of very significant injuries on the beach, due to high surf.

Chief Poster heavy-heartedly notified the Board of the tragic death of our own Newport Beach Lifeguard Ben Carlson. The 15-year veteran Lifeguard lost his life, at the age of 32, during a rescue of a swimmer in distress. The swimmer survived; however, Ben did not. Ben is the first active Newport Beach lifeguard, who lost his life during a rescue. A paddle out ceremony and remembrance memorial are scheduled for this Sunday, July 13, 2014.

Chairperson Logan called for questions or comments from the Board.

Board Member Dunlap expressed the Board's sympathy for the loss of Lifeguard Ben Carlson.

Board Member Allen asked about a Fourth of July fireworks display, off Big Corona. Fire Chief Poster responded that it was a privately permitted and inspected fireworks show.

3. POLICE DEPARTMENT MATTERS – Police Captain Dale Johnson

Captain Dale Johnson expressed sincere sadness and condolences on behalf of the Chief of Police, and the entire Police Department on the loss of Lifeguard Carlson, and offered the department's assistance to Fire Chief Poster.

In honor of Board Member Herdman's appointment and first meeting, Captain Johnson offered a brief overview of the Police Department organization and functions.

At the request of Chairperson Logan, Captain Johnson reported on the Fourth of July weekend operations, noting 115 arrests, 585 citations, and 200 Police Officers being deployed including those from other agencies.

Board Member Dunlap commented on Fourth of July pre-booking station locations.

Board Member Allen asked about the graffiti activity that occurred in Corona del Mar over the holiday weekend.

VII. CIVIL SERVICE BOARD ANNOUNCEMENTS OR MATTERS WHICH MEMBERS WOULD LIKE PLACED ON A FUTURE AGENDA FOR DISCUSSION, ACTION OR REPORT (NON-DISCUSSION ITEM)

Board Member Allen reported the next Speak up Newport that will take place on Wednesday, July 9, 2014, at 5:30 p.m. in the Community Room and the topic will be the Balboa Village vision and revitalization.

Board Member Talbot thanked staff members Terri Cassidy and Lauren Farley for their assistance to him over the past year as Chairperson.

Chairperson Logan encouraged everyone to attend Sunday's services as a tribute to the life of Newport Beach Lifeguard Ben Carlson.

VIII. ADJOURNMENT

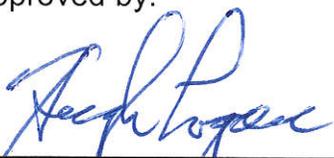
There being no further business to come before the Civil Service Board, the meeting was adjourned in honor of Lifeguard Ben Carlson at 5:48 p.m.

The agenda for the Regular Meeting was posted on July 2, 2014, before 5:00 p.m., on the City's website, public counter in the Human Resources Department (Bay A2) and in the Meeting Agenda Binder located in the entrance of the City Council Chambers at 100 Civic Center Drive.



Jyll Ramirez, Administrative Specialist to the Deputy City Manager
Newport Beach Human Resources Department

Approved by:



Hugh Logan, Chairperson
Civil Service Board 2014/2015