



CIVIL SERVICE BOARD AGENDA

Council Chambers – 100 Civic Center Drive, Newport Beach, 92660

Monday, May 5, 2014 - 5:00 PM Regular Meeting

Civil Service Board Members:

Maiqual Talbot, Chairperson
Douglas Coulter, Vice Chairperson
Debra Allen, Board Member
James "Mickey" Dunlap, Board Member
Hugh Logan, Board Member

Staff Members:

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

I. CALL MEETING TO ORDER

II. ROLL CALL

III. FLAG SALUTE

IV. PUBLIC COMMENTS

Public comments are invited on agenda and non-agenda items generally considered to be within the subject matter jurisdiction of the Civil Service Board. Speakers must limit comments to three (3) minutes. Before speaking, we invite, but do not require, you to state your name for the record. The Civil Service Board has the discretion to extend or shorten the speakers' time limit on agenda or non-agenda items, provided the time limit adjustment is applied equally to all speakers. As a courtesy, please turn cell phones off or set them in the silent mode.

V. CONSENT CALENDAR

A. APPROVAL OF MEETING MINUTES

APPROVE MINUTES FOR THE APRIL 7, 2014, REGULAR MEETING. Waive reading of subject Minutes, approve as written and order filed.

VI. CURRENT BUSINESS

A. UPDATE AND POSSIBLE ACTION TO SET CLOSED HEARING DATES FOR TERMINATION APPEAL (CIVIL SERVICE, SWORN POLICE EMPLOYEE) – Terri L. Cassidy, Secretary to the Board

B. ORAL REPORTS

1. **CITY-WIDE AND HUMAN RESOURCES MATTERS** – Terri L. Cassidy, Deputy City Manager/HR Director
2. **FIRE DEPARTMENT MATTERS** – Scott Poster, Fire Chief
3. **POLICE DEPARTMENT MATTERS** – Jonathan Stafford, Police Support Services Administrator

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

VIII. ADJOURNMENT

CITY OF NEWPORT BEACH CIVIL SERVICE BOARD MINUTES
Council Chambers – 100 Civic Center Drive
Monday, April 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
Douglas Coulter, Vice Chairperson
Debra Allen, Board Member
James "Mickey" Dunlap, Board Member
Hugh Logan, Board Member

Staff Members:

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

Administrative Assistant to the HR Director Jyll Ramirez reported that all Board Members were present; with the exception of Board Member Logan, who had an excused absence.

III. FLAG SALUTE – Board Member Coulter

IV. PUBLIC COMMENTS

The notice was read by Ms. Ramirez.

Interested parties were invited to address the Board. There were no responses and the Public Comments portion of the meeting was closed.

V. CONSENT CALENDAR

A. APPROVAL OF MEETING MINUTES

APPROVE MINUTES FOR THE MARCH 3, 2014, REGULAR MEETING.

Waive reading of subject Minutes, approve as written and order filed.

Board Member Dunlap made a Motion to waive reading the March 3, 2014, Meeting Minutes, approve as written and ordered filed. The Motion was seconded by Board Member Coulter. It was approved 4 Ayes, 0 No.

VI. CURRENT BUSINESS

A. SCHEDULE DATE OF CLOSED TERMINATION APPEAL HEARING (CIVIL SERVICE, SWORN POLICE EMPLOYEE) – TERRI L. CASSIDY, SECRETARY TO THE BOARD

Secretary to the Board Cassidy advised that the appeal hearing scheduled for the month of May was canceled. In the interest of scheduling the other appeal hearing, she requested the Board Members confirm that July 22, 23, 29, 30 and 31 will work for the majority of the Board.

Vice Chairperson Coulter reminded Ms. Cassidy that his term will expire June 30, 2014, and therefore, he will not be on the Board in July. The remaining present Board Members (Allen, Dunlap and Talbot) stated they would be available. Ms. Cassidy advised that she will check with Board Member Logan regarding his schedule and acknowledged that Vice Chairperson Coulter will not be present.

B. ORAL REPORTS

1. CITY-WIDE AND HUMAN RESOURCES MATTERS – TERRI L. CASSIDY, DEPUTY CITY MANAGER/HR DIRECTOR

Ms. Cassidy reported:

- HR has begun taking applications for the Ackerman Scholarship Program, and that information regarding requirements and how to apply is available on the City's website. She added that the filing deadline is April 28, and the funds for this program are allocated to children of Newport Beach residents and children of City employees.
- The one-year anniversary and celebration of new Civic Center building will be April 8, with early morning coffee and bagels in the Community Room.
- The City is looking for a new Deputy Public Works Director, as the prior incumbent was rehired and promoted at his former agency.
- The next Engaging Civic Leaders program will be held April 15, 2014, from 6:00 pm – 8:00 pm, in the Civic Center Community Room. She, City Attorney Aaron Harp, and HR/RM Administrator Lauren Farley will be speaking to the group about the City Attorney's Office, Human Resources Department and the Risk Management Division.

2. FIRE DEPARTMENT MATTERS – SCOTT POSTER, FIRE CHIEF

Chief Poster reported:

- Last week, the City had an Emergency Operating Center (EOC) tsunami drill.
- Three paramedic students are currently in the clinical phase at Hoag Hospital and one paramedic is doing an internship ride-a-long.
- Urban Search and Rescue personnel completed their swiftwater training and all officers are being put through command training.
- Four (4) new fire engines will be delivered to their stations within the next two weeks.
- On April 1, the "Every 15 Minutes" event was held at Corona del Mar High School, in conjunction with the Police Department. It was a powerful event, teaching participants about the consequences of drinking and driving.

- In response to a measles outbreak in Orange County, the Department is reviewing immunization records for its first responders. Orange County has reported 21 cases this year and that number is expected to grow.
- This year, Marine Operations reported 70 rescues, 3,625 preventative actions, 462 medical aides and 541,800 beach visitors.
- On March 25, Lifeguard Captain Josh Van Egmond rescued five people from a rip current.
- The Newport Beach Junior Lifeguards program had their last swim test for the season March 30, and 1,394 future Junior Guards passed.
- Mayor Rush Hill presented a proclamation to the 2013 Junior Lifeguard of the Year Julienne Dawidoff.
- The Fire Department hosted an Earthquake and Tsunami Workshop at the Oasis Senior Center March 26.
- Three Spring 2014 CERT classes have been completed with over 65 participants enrolling, including City Manager Dave Kiff.

In response to Board Member Dunlap's inquiry regarding which stations would be getting the new engines, Chief Poster advised he had not been told yet.

3. POLICE DEPARTMENT MATTERS – JONATHAN STAFFORD, POLICE SUPPORT SERVICES ADMINISTRATOR

Police Support Services Administrator Jonathan Stafford addressed the Board:

- He thanked the Board Members who attended the Police Appreciation Breakfast, on March 28, and stated the focus of the event was on the employees.
- The Police Department is continuing to process Custody Officers, with four candidates ready to be hired.
- Within the next nine months, one Police Captain, two Police Lieutenants and two Police Sergeants will be retiring. Each retirement will create a vacancy with a chain effect of promotions and transfers. The Police Department will work with Human Resources to proceed smoothly through this transition.
- The CAD/RMS went live and was successful with no problems to report. Employees have adapted well, and training will be ongoing and scheduled as needs are identified.
- Two Police Officers recently graduated from the Police Academy and are in the Field Training Officer program. Additionally, two other Police Recruits are in their fourth week of the academy and are progressing well.
- Saturday, April 5, PD and HR held a Police Recruit test with 289 applicants scheduled; however, only 189 candidates took the test, resulting in 80 passing scores. Mr. Stafford stated that a counseling session was given, prior to the test, to discuss matters which may disqualify a candidate during the background process. That resulted in approximately 100 applicants not taking the test. Oral interviews will be conducted in the coming week.
- Mr. Stafford introduced, and gave a brief biography on, Police Sergeant Mark Hamilton, who will be assigned to Personnel and Training Supervisor with the retirement of Police Sergeant Lloyd Whisenant. Sergeant Hamilton thanked the Board Members and stated he is looking forward to working with Human Resources.

Board Members complimented the Police Department for the outstanding breakfast and having a department the City can be proud of.

VIII. 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 reminded everyone that Speak Up Newport will meet on April 8, 2014, at 5:30 p.m., in the Community Room, and reported they are having a forum for State Assembly candidates.

IX. ADJOURNMENT

There being no further business to come before the Civil Service Board, the meeting was adjourned at 5:22 p.m.

The agenda for the Regular Meeting was posted on or before, April 4, 2014, by 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 Assistant to the HR Director
City of Newport Beach, Human Resources Department

Minutes Approved by:

Maiqual Talbot, Chairperson
Civil Service Board 2013/2014