Revised 5/29/2015

CITY OF NEWPORT BEACH CIVIL SERVICE BOARD MINUTES
Council Chambers – 100 Civic Center Drive
Monday, May 4, 2015
REGULAR MEETING
5:00 PM

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

Chair Hugh Logan called the meeting to order at 5:00 PM.

II. ROLL CALL

Civil Service Board Members:

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

Staff Members:

Terri L. Cassidy, Deputy City Manager/HR Director/Secretary to the Board
Jason Guyser, Assistant City Attorney
Marissa Sur, Administrative Specialist to the Deputy City Manager
Rebecca E. Redyk, HR Manager

III. FLAG SALUTE – Led by Board Member Herdman

IV. PUBLIC COMMENTS

The notice was read by Marissa Sur, Administrative Specialist to the Deputy City Manager.

Interested parties were invited to address the Board.

Paul Matheis addressed the Board and expressed his concern over the recent leak of employee information in a confidential memo from the City Attorney to City Council. He asked that a thorough investigation be conducted to determine the source of the leak, noting that it was not the first time confidential employee information has been leaked to a specific reporter.

Jim Mosher addressed the Board and commented on a lack of uniformity in FPPC Form 700s completed by employees in designated positions. He further made suggestions on ways for the City to eliminate mistakes on FPPC Form 700s and employee conflicts of interest.

Assistant City Attorney Jason Guyser confirmed that policy decisions regarding FPPC Form 700s are outside of the Board's jurisdiction and it would not be proper to engage in such discussions.

It was noted that relative to Form 700, if someone has a complaint, it should be reported to the FPPC. Regarding the leaked memo, there is a process which is currently being followed and is not within the Board's jurisdiction.

Assistant City Attorney Guyser stressed that it would be inappropriate to engage in discussion regarding the matter.

V. CONSENT CALENDAR

A. APPROVAL OF CIVIL SERVICE BOARD MEETING MINUTES

1. APPROVE MINUTES FOR THE APRIL 6, 2015, REGULAR MEETING. Waive reading of subject Minutes, approve as written and order filed.

Vice Chair Allen made a Motion to waive reading of and approve and file the Minutes as listed above. The Motion was seconded by Board Member Dunlap. Motion carried. (5 Ayes, 0 No, 0 Abstain).

VI. CURRENT BUSINESS

B. ORAL REPORTS

1. **CITY-WIDE AND HUMAN RESOURCES MATTERS** – Terri L. Cassidy, Deputy City Manager/HR Director

Deputy City Manager/HR Director Terri Cassidy provided an update on the Ackerman Scholarship Program, noting that the City received fifteen applications. She will advise the Board regarding the successful applicants as there is a need to limit the number of recipients to seven. Ms. Cassidy advised that staff is planning the Service Award Program and that the event will be held June 18, from 11:30 a.m. to 1:30 p.m. in the Community Room. The event is co-sponsored by the Chamber of Commerce. In addition, she reported there were three significant retirements from the Fire Department of long term employees on April 30, 2015, including Division Chief Ron Gamble, Division Chief Ralph Restadius and Battalion Chief Todd Knipp.

HR Manager Rebecca Redyk provided a report regarding AB1825 Harassment Prevention Training, noting there are 210 employees that are due for training. The City will be holding several sessions to accommodate the various employee schedules in the month of June and at various venues. She advised that the training is required every two years and addressed training that was provided last year.

Ms. Cassidy added that although the requirement is to train supervisors, the Orange County Grand Jury encourages cities to train all employees if possible.

Brief discussion followed regarding the Service Award Program.

2. **FIRE DEPARTMENT MATTERS –** Scott Poster, Fire Chief

Fire Chief Scott Poster provided an overview of Fire Department matters and addressed May 17 as Public Safety Day. The Police and Fire Departments will hold events at 11:00 a.m. at the Dunes, which he encouraged the Board to attend. Additionally, he reported recent swells in the Wedge and addressed rescues and preventative actions. He commented on Life Safety Services, a Prevent-Drowning Campaign, Marine Operations statistics, recent recertification of Lifeguards, new employee orientation for twenty-six Lifeguard Trainees, trainees at the Basic Lifeguard Academy, retooling of the Emergency Operations Center Activation Plan, an exercise for the Department Operating Center on May 13th, and stated that Chief Ord will be providing a presentation at the Board's next meeting on community para-medicine.

3. **POLICE DEPARTMENT MATTERS –** Jay Johnson, Chief of Police

Chief of Police Jay Johnson provided an overview of Police Department matters including promotions, swearing in of a new lateral Officer and a Part-time Community Services Officer, and reported that there are three lateral Officers and one recruit Officer in the final stages of background checks. The recruit Officer will start at the Academy on May 21st. He addressed the Department attrition rate, recent Appreciation Weeks, Distracted Driver Awareness month, an education campaign for Cinco de Mayo, and recent problems at the Wedge.

Board Member Herdman reported recently observing a Police Officer helping a lady who had run out of gas.

Chair Logan commented positively on the education campaign for Cinco de Mayo.

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

Vice Chair Allen announced that Speak Up Newport will be meeting on May 13 at 5:30 p.m. in the Community Room. The topic will be Fire Rings and she added that a final decision regarding the topic will be made between June 10th and June 13th by the Coastal Commission.

VIII. ADJOURNMENT

There being no further business to come before the Civil Service Board, the meeting was adjourned at 5:30 PM.

The agenda for the Regular Meeting was posted April 30, 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.

Prepared by:

Marissa Sur, Administrative Specialist to the Deputy City Manager
City of Newport Beach, Human Resources

Approved by:

Hugh Logan, Chairperson
Civil Service Board 2014/2015