



CIVIL SERVICE BOARD AGENDA

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

Monday, September 14, 2015 - 5:00 PM Regular Meeting

Civil Service Board Members:

Debra Allen, Chair
Maiqual Talbot, Vice Chair
James "Mickey" Dunlap, Board Member
Jeff Herdman, Board Member
Roberta Fesler, Board Member

Staff Members:

Terri L. Cassidy, Secretary to the Board, Deputy City Manager/
Human Resources Director (absent)
Leonie Mulvihill, Assistant City Attorney
Sheri Anderson, Human Resources Manager
Marissa Sur, Administrative Specialist to the Deputy City Mgr

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 CIVIL SERVICE BOARD MEETING MINUTES

1. APPROVE MINUTES FOR THE AUGUST 3, 2015 REGULAR MEETING. Waive reading of subject Minutes, approve as written and order filed.

VI. PRESENTATIONS

- ### **A. AUTOMATIC VEHICLE LOCATION PROGRAM – Chip Duncan, Assistant Fire Chief, Newport Beach Fire Department**

VII. CURRENT BUSINESS

A. ORAL REPORTS

1. **CITY-WIDE AND HUMAN RESOURCES MATTERS – Sheri Anderson, HR Manager**

2. FIRE DEPARTMENT MATTERS – Scott Poster, Fire Chief

3. POLICE DEPARTMENT MATTERS – Jonathan Stafford, Deputy Director of Police Services

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

IX. ADJOURNMENT

This committee is subject to the Ralph M. Brown Act. Among other things, the Brown Act requires that the Commission's agenda be posted at least 72 hours in advance of each meeting and that the public be allowed to comment on agenda items before the Commission and items not on the agenda but are within the subject matter jurisdiction of the Commission. The Commission may limit public comments to a reasonable amount of time, generally either three (3) or five (5) minutes per person.

It is the intention of the City of Newport Beach to comply with the Americans with Disabilities Act (ADA) in all respects. If, as an attendee or a participant at this meeting, you will need special assistance beyond what is normally provided, the City of Newport Beach will attempt to accommodate you in every reasonable manner. Please contact Leilani Brown, City Clerk, at least 72 hours prior to the meeting to inform us of your particular needs and to determine if accommodation is feasible (949-644-3005 or lbrown@newportbeachca.gov).

CITY OF NEWPORT BEACH CIVIL SERVICE BOARD MINUTES
Council Chambers – 100 Civic Center Drive
Monday, August 3, 2015
REGULAR MEETING
5:00 p.m.

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

Vice Chair Allen called the meeting to order at 5:00 p.m.

II. ROLL CALL

Civil Service Board Members:

Debra Allen, Vice Chair
James "Mickey" Dunlap, Board Member
Jeff Herdman, Board Member (excused absence)
Maiqual Talbot, Board Member
Roberta Fesler, Board Member

Staff Members:

Terri L. Cassidy, Deputy City Manager/HR Director/Secretary to the Board
Leonie Mulvihill, Assistant City Attorney
Rebecca Redyk, Human Resources Manager
Marissa Sur, Administrative Specialist to the HR Director

III. FLAG SALUTE – Led by Board Member Dunlap

IV. ANNOUNCE AND CONGRATULATE NEW BOARD MEMBER ROBERTA FESLER ON HER APPOINTMENT BY CITY COUNCIL TO THE CIVIL SERVICE BOARD FOR THE JULY 1, 2015 – JUNE 30, 2019 TERM (APPOINTMENT ANNOUNCED AT JULY 14, 2015 CITY COUNCIL, REGULAR MEETING)

Vice Chair Allen announced and congratulated new Board Member Roberta Fesler, on her appointment to the Civil Service Board.

Board Member Fesler introduced herself, provided a brief background and expressed her appreciation for the opportunity to serve.

V. CHAIRPERSON ELECTION FOR 2015/16 CHAIRPERSON – TERRI CASSIDY, SECRETARY TO THE BOARD

Terri Cassidy, Deputy City Manager/HR Director, announced the position of Chairperson of the Civil Service Board vacant, and opened the floor for nominations.

Board Member Dunlap nominated Vice Chair Allen for the position of Chairperson.

There being no other nominations, Board Member Talbot made a Motion to close nominations. The Motion was seconded by Board Member Dunlap. Motion carried. (4 Ayes, 0 No, 0 Abstain).

Ms. Cassidy opened public comments. There was no response and Deputy City Manager/HR Director Cassidy closed public comments.

Vice Chair Allen was declared Chairperson, unanimously, with Board Member Herdman, absent, and took her place on the dais.

VI. VICE CHAIRPERSON ELECTION FOR 2015/16 – NEWLY ELECTED 2015/16 CHAIRPERSON

Chair Allen declared the position of Vice Chairperson of the Civil Service Board vacant, and called for nominations.

Board Member Dunlap nominated Board Member Talbot for Vice Chairperson.

Chair Allen made a Motion to close nominations. The Motion was seconded by Board Member Fesler. Motion carried. (4 Ayes, 0 No, 0 Abstain).

Chair Allen opened public comments. There was no response and Chair Allen closed public comments.

Board Member Talbot was declared Vice Chairperson, unanimously, with Board Member Herdman, absent.

Chair Allen expressed appreciation for the opportunity to serve as Chair and stated she would like to maintain the current structure and continue having an "open-door" policy. She welcomed suggestions from colleagues, staff and the public. Vice Chair Talbot agreed with Chair Allen's comments.

VII. PUBLIC COMMENTS

Jim Mosher congratulated the new Board Member and new Officers and referenced written corrections to the minutes submitted by him, previously. He reported reviewing the Charter in relation to the Civil Service Board's roles and duties and commented on its role to act in an advisory capacity to City Council on problems concerning personnel administration. He addressed powers versus duties and suggested plausible interpretations of those powers including involvement in an MOU with City Lifeguards and being aware of the personnel problems within the City or Memorandum of Understanding.

Chair Allen noted that City employees understand that they have the opportunity to address the Civil Service Board during public comments. Additionally, she asked staff to return to the Board with information regarding the MOU as referenced by Mr. Mosher.

Deputy City Manager/HR Director Cassidy stated that, typically, responses to public comments are not required. She addressed MOUs and noted that the MOU or contract is placed on Council's agenda and made available for public review, and then must be adopted by Council within a period of thirty days. She stated she would be happy to provide the Board with more information regarding the City Lifeguard MOU and that it is available on the City's website. The negotiation process and Council's advisement discussed in Closed Session are not subject to review by members of the public. The MOU is a public document.

Chair Allen requested a copy of the Council agenda item.

VIII. CONSENT CALENDAR

A. APPROVAL OF CIVIL SERVICE BOARD MEETING MINUTES

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

Chair Allen noted that Mr. Mosher has presented written corrections to the minutes.

Board Member Dunlap made a Motion to waive reading of subject Minutes, approve as amended and order filed. The Motion was seconded by Chair Allen. Motion carried. (4 Ayes, 0 No, 0 Abstain).

IX. CURRENT BUSINESS

A. ORAL REPORTS

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

- a.** Welcome Leonie Mulvihill, City Attorney's Office Designee to the Civil Service Board

Deputy City Manager/HR Director Cassidy reported that former Assistant City Attorney Jason Guyser has left City employment and welcomed Leonie Mulvihill as the City Attorney's Office Designee to the Civil Service Board.

- b.** Status Report: Human Resources Director Recruitment

Ms. Cassidy provided a status report on the Human Resources Director recruitment noting that once the City hires a new HR Director, she will move to the City Manager's Office as the full-time Deputy City Manager. She addressed the recruitment process and reported that interviews will be held later in August. She added that two Members of the Civil Service Board have been asked to join one of the interview panels. More information will be provided regarding the exact date and schedule for interviews and Deputy City Manager/HR Director Cassidy thanked Chair Allen and Board Member Dunlap for agreeing to serve.

Since the Board's regular meeting in September falls on Labor Day, Ms. Cassidy asked for the Board's consideration of moving the meeting to September 14, 2015.

Board Member Fesler made a Motion to change the September meeting date of the Civil Service Board from September 7, to September 14. The Motion was seconded by Board Member Dunlap. Motion carried. (4 Ayes, 0 No, 0 Abstain).

Ms. Cassidy reported on recent Special Olympics events, the Ackerman Scholarship Program, and introduced new Interim Assistant City Manager Carol Jacobs.

Interim Assistant City Manager Jacobs expressed her appreciation for working in the City, commented positively on City staff and offered to help the Civil Service Board, as needed.

2. FIRE DEPARTMENT MATTERS – Chip Duncan, Assistant Fire Chief

Assistant Fire Chief Chip Duncan congratulated the new Board Member and Officers and provided an update of Fire Department matters. He addressed Fire Operations, the Battalion Chief Exam and recruitment process, participation in a County-wide Wildland Drill, Orange County resources deployed to fight wildland fires in Northern California, upcoming Badge Pinning, a Fire and Lifeguard Appreciation Dinner on September 17 at the Newport Marriott, and moving forward with a County-wide, AVL Program using a GPS System to dispatch the closest unit to a call.

He addressed Marine Operations including Lifeguard statistics and Junior Lifeguard notable events. He reported on the presentation of the PB&R Commission's recommendations to City Council regarding Blackball and Council direction regarding same, and on the Monster Mile for Lifeguards event and listed upcoming events.

Discussion followed regarding the GPS Dispatch System and whether the system includes dispatching of Paramedics, City standards, the Junior Lifeguard graduation and maintenance of the Dispatch Center at Metro Net.

3. POLICE DEPARTMENT MATTERS – Jonathan Stafford, Deputy Director of Police Services

Deputy Director of Police Services Jonathan Stafford presented an update on Police Department matters including hiring of Custody Officers, a Lateral Police Officer, and Police Cadets. He reported on the advancement of a Part-time Community Services Officer to Full-time, the recent resignation of a Police Recruit, and Academy Recruits. He reported that the Police Recruit application time has closed and addressed the number of applicants scheduled for the next written test. Additionally, he addressed participation of several Officers in the Special Olympics Torch Run, a recent promotion ceremony, increased staffing, swearing-in ceremony of the new Costa Mesa Police Chief Rob Sharpnack and the Teen Academy. He invited the public to National Night Out on August 4, 2015, at Bonita Canyon Sports Park at 5:00 p.m.

Chair Allen asked regarding a coyote problem in Corona del Mar and the feasibility of using a helicopter to help eliminate it. Deputy Director of Police Services Jonathan Stafford stated he will follow-up on the matter and report back to the Board.

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

Chair Allen announced the upcoming Speak Up Newport meeting, on August 12 in the Community Room at 5:30 p.m., and will be providing a presentation on Coastline College.

Additionally, Chair Allen welcomed Assistant City Attorney Mulvihill.

XI. ADJOURNMENT

There being no further business to come before the Civil Service Board, the meeting was adjourned at 5:45 p.m.

The agenda for the Regular Meeting was posted on Thursday, July 30, 2015, 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:

Debra Allen, Chairperson
Civil Service Board 2015/2016