

# civil service commission

## BOARD OF REVIEW AND APPEALS



### Commissioners

Don Becker  
Alyse M. Lazar  
J. William Little  
Haywood Merricks III  
James Vandenberg

**MINUTES**  
**REGULAR BUSINESS MEETING**  
**THURSDAY, JULY 28, 2011**  
**9:30 a.m.**  
**LOWER PLAZA ASSEMBLY ROOM**

- I. **CALL TO ORDER** - Chair Vandenberg called the meeting to order at 9:30 a.m.
- II. **ROLL CALL** - Commissioners present: Chair Vandenberg, Vice-Chair Merricks, and Commissioners Becker, Little and Lazar. Staff present: Cheryl Shaw, Commission Assistant, and Robert Orellana, Law Advisor.
- III. **PLEDGE OF ALLEGIANCE**
- IV. **MINUTES FOR APPROVAL** – The minutes of the Regular Business Meeting of June 23, 2011, were approved on motion by Commissioner Becker, seconded by Commissioner Lazar.
- V. **PUBLIC COMMENTS** – None.
- VI. **OLD BUSINESS** – None.
- VII. **NEW BUSINESS** – Election of Chair and Vice-Chair of the Commission pursuant to Article III, Section 1 of the Commission’s Bylaws.

Chair Vandenberg indicated he has enjoyed Chairing the Commission for the past year and a half. Commissioner Becker stated he would support the current Chair and Vice Chair in keeping their positions for another year. Commissioner Little agreed with Commissioner Becker and also expressed that the Commission could undertake to discuss at some later time a policy or procedure regarding annual elections. Vice-Chair Merricks said he was prepared to continue as a Vice-Chair if that was the desire of the rest of the Commissioners. Commissioner Lazar indicated that some commissions have a rotation schedule in place but that the Civil Service Commission members were still relatively new and she was agreeable in keeping the current Chair and Vice-Chair unless either felt they would like to rotate out.

Chair Vandenberg stated that in his time on the Commission the Chair position had changed frequently and typically was selected by seniority but the Commission was free to choose the process of electing the Chair. Commissioner Becker agreed with comments made by Commissioner Lazar and stated that due to the relative newness of the members, the Commission should look to stability and keep things the same at this time, but there should also be some discussion regarding protocol in the future. Commissioner Little also expressed a desire to see a discussion regarding the policy of elections as an agenda item at a later date. Commissioner Lazar confirmed that the Commission Assistant had informed her that there was no firm procedure which had been established for election process.

On unanimous vote on motion made by Commissioner Little, seconded by Commissioner Becker, Commissioner Vandenberg was re-elected Chair of the Commission and Commissioner Merricks was re-elected Vice Chair of the Commission.

On Commissioner Little's suggestion, the Commission Assistant shall place on the March business meeting agenda a discussion regarding procedures for the election process. Robert Orellana, in response to Chair Vandenberg, stated that the election procedure was solely up to the discretion of the Commission which may adopt any internal policy it so chooses. Timing requirements would need to be met, however, if the process was something that would be incorporated into the by-laws.

- VIII. REQUEST FOR HEARING** – None. Cheryl Shaw confirmed that she had not received any requests for hearing despite being notified that there was a final notice of discipline served by a County agency earlier in the month. She will keep the Chair advised if a request for hearing is received.
- IX. REQUEST FOR INVESTIGATION** – None.
- X. INFORMATIONAL** – None.
- XI. COMMISSION/STAFF COMMENTS** – Presentation of report to the Board of Supervisors of the Commission's activity for fourth fiscal quarter and year end summary.
- Upon motion made by Commissioner Becker, seconded by Vice-Chair Merricks, the letter will be signed by the Chair and staff will forward to the Board of Supervisors.
- Cheryl Shaw also confirmed that at this point and time, the appeal hearing set for September 19<sup>th</sup> will go forward as scheduled.
- XII. ADJOURNMENT** - The meeting was adjourned at 9:45 a.m.