

COUNTY OF VENTURA

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, OCTOBER 27, 2011
9:30 a.m.
LOWER PLAZA ASSEMBLY ROOM

- I. **CALL TO ORDER** – Chair Vandenberg called the meeting to order at 9:34 a.m.
- II. **ROLL CALL** – (those present following conclusion of Closed Session)
Commissioners present: Chair Vandenberg, Vice-Chair Merricks, and Commissioners Little and Lazar. Staff present: Cheryl Shaw, Commission Assistant, Robert Orellana, Law Advisor and Jim Dembowski (IR).
- III. **CLOSED SESSION** – PEACE OFFICER DISCIPLINE OR DISMISSAL CASE(S)
One Matter
- IV. **PLEDGE OF ALLEGIANCE**
- V. **MINUTES FOR APPROVAL** – The minutes of the Regular Business Meeting of September 22, 2011 were approved on motion by Commissioner Lazar, seconded by Vice-Chair Merricks.
- VI. **PUBLIC COMMENTS** – None.
- VII. **OLD BUSINESS** – None.
- VIII. **NEW BUSINESS** – None.
- IX. **REQUEST FOR HEARING** – None.
- X. **REQUEST FOR INVESTIGATION** – None.

XI. INFORMATIONAL –

- A. Correspondence dated September 21, 2011 received from Merit System Services regarding review of the Ventura County personnel system.

Kelly Shirk (H.R.) was present to address the commission on the audit being conducted by Merit System Services. Ms. Shirk stated that the audit was fairly comprehensive with regard to the overall personnel system at the County and was also specific with regards to the Human Services Agency and Child Support Services as each of those agencies receive state funding. The audit is conducted every 7 years with the last audit being completed in 2005. Once the audit is completed, Merit Systems may follow up with questionnaires to obtain additional input or clarification if needed. The auditors have also asked to meet with Ms. Shaw to obtain some statistical background on the number and types of cases heard by the Commission. Ms. Shaw indicated that she was planning on meeting with the auditors following the Commission's meeting.

In response to Commissioner Little's inquiry, Ms. Shirk stated that the audit is state mandated and the state hires the consulting firm to complete the audit. Vice-Chair Merricks inquired about the potential for review of recruitments such as those of the County Fire Department. Robert Orellana indicated that County Fire is a separate district so was not considered part of the County with respect to recruitments.

XII. COMMISSION/STAFF COMMENTS – Presentation of report to the Board of Supervisors of the Commission's activity for first fiscal quarter. Upon motion made by Commissioner Little, seconded by Vice-Merricks, the letter will be signed by the Chair and staff will forward to the Board of Supervisors.

In response to Commissioner Little, Mr. Dembowski indicated the County has been in contract negotiations which recently began with Local 501. The majority of the other memoranda of agreements with various represented groups will expire at the end of 2012 so negotiations with those groups will begin in the spring.

XIII. ADJOURNMENT – The meeting was adjourned at 9:55 a.m.