

COUNTY OF VENTURA

# civil service commission

BOARD OF REVIEW AND APPEALS

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**Commissioners**  
Don Becker  
Alyse M. Lazar  
Haywood Merricks III  
Patricia S. Parham  
James Vandenberg

**MINUTES**  
**REGULAR BUSINESS MEETING**  
**THURSDAY, April 26, 2018**  
**9:00 a.m.**  
**County of Ventura Government Center**  
**Hall of Administration**  
**LOWER PLAZA ASSEMBLY ROOM**

- I. **CALL TO ORDER** - Chair Lazar called the meeting to order at 9:00 a.m.
- II. **ROLL CALL** - Commissioners present: Chair Lazar, Vice-Chair Vandenberg, Commissions Becker, Merricks and Parham. Staff present: Cheryl Shaw, Commission Assistant, Robert Orellana, Law Advisor, Mike Curnow and Sandra Ambriz (IR).
- III. **PLEDGE OF ALLEGIANCE**
- IV. **MINUTES FOR APPROVAL** – The minutes of the Regular Business Meeting of January 25, 2018, were approved on motion by Vice-Chair Vandenberg, seconded by Commissioner Becker.
- V. **PUBLIC COMMENTS** – None.
- VI. **OLD BUSINESS** – None.
- VII. **REQUEST FOR HEARING** – None.
- VIII. **REQUEST FOR INVESTIGATION** – None.

- IX. NEW BUSINESS** - Request from William Ayub, Assistant Sheriff, pursuant to Section 1703 of the County's Personnel Rules and Regulations (PRR), to be exempted from PRR Section 1702's requirement that employees running for County office take a leave of absence of thirty (30) days prior to the date of the election.

Assistant Sheriff William Ayub thanked the Commission for considering his request. He stated that his position is an executive level one, with many unique responsibilities that he needs to fulfill while running for Sheriff of Ventura County in the June 5<sup>th</sup> primary. He further stated that, as he was running unopposed, his election activities were limited, they could be completed during non-working hours and, therefore, he was requesting a waiver from the Section 1703 requirement that he take a 30-day leave of absence prior to the election.

In response to a question from Vice-Chair Vandenberg, Mr. Orellana advised that, in evaluating such a request, the Commission must find either the absence or presence of facts indicating the applicant's campaigning would have a disruptive effect on the efficiency and integrity of his County service. Mr. Orellana advised that no facts had been presented showing the presence of any disruption of such service, but that the Commission had a duty to review its findings should such disruptions actually occur.

There being no further comments or questions, upon motion by Vice-Chair Vandenberg, seconded by Commissioner Becker, the Commission unanimously found, pursuant to Section 1703 of the Personnel Rules and Regulations, that there was an absence of any facts indicating a disruptive effect on the efficiency and integrity of the County service and that Mr. Ayub's request for an exception to Section 1703 was therefore granted.

- X. INFORMATIONAL** – None.

- XI. COMMISSION/STAFF COMMENTS** –

- A. Presentation of Report to the Board of Supervisors of the Commission's Activities for Third Fiscal Quarter.

Upon motion by Vice-Chair Vandenberg, seconded by Commissioner Parham, the Commission voted unanimously to direct Chair Lazar to sign the report letter and for staff to forward it to the Board of Supervisors for review during its next public meeting.

In response to a question from Chair Lazar, Mr. Curnow indicated that the County anticipated finalizing two new Memoranda of Agreements and one Amended Memorandum of Agreement that would require section 103 reviews within the next few days.

**B. Presentation of the Commission's Budget for Fiscal Year 2018-2019.**

Ms. Shaw stated that some adjustments were made to the Commission's budget which is overall slightly lower than the prior fiscal year. The budget was received and filed after further brief discussion.

**XII. CLOSED SESSION – Performance Evaluation of Outside Legal Advisors.**

The Commission proceeded into Closed Session at 9:13 a.m. and reconvened its Open Session at 9:27 a.m. Ms. Shaw announced that the Commissioners had completed the evaluations of the Commission's two conflict Legal Advisors and that the evaluation forms will be kept in the Commission's office as public records, available upon request.

**XIII. ADJOURNMENT - The meeting was adjourned at 9:32 a.m.**