



# CITY OF NEWPORT BEACH CIVIL SERVICE BOARD AGENDA

City Council Chambers - 100 Civic Center Drive, Newport Beach

Monday, November 6, 2023 - 5:00 PM

**Civil Service Board Members:**

Sharon Wood, Chair  
Howard Herzog, Vice Chair  
Laura Cowie, Board Member  
Paul Meyer, Board Member  
Brian Moore, Board Member

**Staff Members:**

Barbara J. Salvini, Human Resources Director  
Aaron Harp, City Attorney  
Tawny DeAnda, Administrative Assistant to the Human Resources Director

The Civil Service Board meeting is subject to the Ralph M. Brown Act. Among other things, the Brown Act requires that the Civil Service Board agenda be posted at least seventy-two (72) hours in advance of each regular meeting and that the public be allowed to comment on agenda items before the Board and items not on the agenda but are within the subject matter jurisdiction of the Civil Service Board. The Chair may limit public comments to a reasonable amount of time, generally three (3) minutes per person.

The City of Newport Beach's goal is 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, we will attempt to accommodate you in every reasonable manner. Please contact Barbara Salvini, Human Resources Director, at least forty-eight (48) hours prior to the meeting to inform us of your particular needs and to determine if accommodation is feasible at (949) 644-3256 or [bsalvini@newportbeachca.gov](mailto:bsalvini@newportbeachca.gov).

Questions and comments may be submitted in writing for the Civil Service Board's consideration by sending them to [hr@newportbeachca.gov](mailto:hr@newportbeachca.gov). To give the Civil Service Board adequate time to review your questions and comments, please submit your written comments no later than 5 p.m. the day prior to the Civil Service Board meeting. All correspondence will be made part of the record.

**NOTICE REGARDING PRESENTATIONS REQUIRING USE OF CITY EQUIPMENT**

Any presentation requiring the use of the City of Newport Beach's equipment must be submitted to the Human Resources Department 24 hours prior to the scheduled meeting.

**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**

**1. APPROVAL OF CIVIL SERVICE BOARD MEETING MINUTES**

**A. APPROVAL OF MINUTES FOR THE OCTOBER 2, 2023, REGULAR MEETING**

Waive reading of the subject Minutes, approve as written and order filed.

[Draft Minutes of 10-02-2023](#)

**VI. CURRENT BUSINESS**

**2. DISCUSS AND POSSIBLY TAKE ACTION ON THE 2024 REGULAR CIVIL SERVICE BOARD MEETING DATES CALENDAR**

Pursuant to Section 401.1A of the *Civil Service System Rules and Regulations*, "Regular meetings of the Board shall be held on the first Monday of each month at 5:00 p.m., in the City Hall Council Chambers. If any such Monday falls on a City holiday, the meeting shall be held on the next succeeding Wednesday at the same time and place or on a date and at a time agreed to by the Board in an open meeting. Any other meeting of the Board shall be a special meeting."

**Summary**

During the 2024 calendar year, two regular meeting dates fall on City holidays: Monday, January 1, 2024 and Monday, September 2, 2024. Absent a formal vote by the Board to the contrary, the new dates for these meetings will be Wednesday, January 3, 2024 and Wednesday, September 4, 2024. In the past, the Board has moved the date of these meetings to be the Monday one week after the holiday, instead of the Wednesday two days after the holiday.

**Recommended Action**

Approve the 2024 Civil Service Board regular meeting calendar as presented, including the January 2024 and September 2024 regular Civil Service Board meeting dates scheduled for the second Monday of the month on Monday, January 8, 2024 and Monday, September 9, 2024, with the meeting occurring at 5 p.m. in the City Hall Council Chambers.

[2024 CSB Meeting Dates - Draft](#)

**3. ORAL REPORTS**

**A. CITY-WIDE AND HUMAN RESOURCES MATTERS** - Human Resources Director Barbara J. Salvini

**B. FIRE DEPARTMENT MATTERS** - Assistant Fire Chief Justin Carr

**C. POLICE DEPARTMENT MATTERS** - Deputy Director of Police Services Jonathan Stafford

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