



# CITY OF NEWPORT BEACH CIVIL SERVICE BOARD AGENDA

**\*\*NOTE LOCATION CHANGE\*\***

**CORONA DEL MAR CONFERENCE ROOM, BAY E, 1ST FLOOR**

**Wednesday, September 8, 2021 - 5:00 PM**

***Civil Service Board Members:***

- Howard Herzog, Chair**
- Robyn Grant, Vice Chair**
- Paul Meyer, Board Member**
- Mike Talbot, Board Member**
- Sharon Wood, Board Member**

**Staff Members:**

- Barbara J. Salvini, Human Resources**
- Aaron Harp, City Attorney**
- Traci Mackinen, Administrative Assistant to the HR Director**

**SPECIAL NOTICE REGARDING COVID-19**

On March 4, 2020, Governor Newsom proclaimed a State of Emergency in California as a result of the threat of COVID-19.

On March 12, 2020, Governor Newsom issued Executive Order N-25-20, which allows Board Members to attend Civil Service meetings telephonically. Please be advised that some, or all, of the Newport Beach Civil Service Board Members may attend this meeting telephonically.

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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.

**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 JULY 7, 2021, REGULAR MEETING**

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

[File: Draft Minutes of 07-07-2021](#)

[File: Public Comments - Jim Mosher](#)

**VI. CURRENT BUSINESS**

**2. CIVIL SERVICE BOARD: ROLES AND RESPONSIBILITIES**

**A.** Discussion and presentation: The fundamental purpose of the Civil Service Board is to hear employee appeals and act in an advisory capacity to the City Council on personnel administration. This report is designed to summarize responsibilities of the Board and discuss other issues that may arise at public meetings that are outside the Board's purview.

[File: Presentation by City Attorney Aaron C. Harp](#)

[File: Public Comments - Jim Mosher](#)

**3. ORAL REPORTS**

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

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

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

**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**