

**CITY OF RICHMOND, CA  
HUMAN RESOURCES MANAGEMENT DEPT.**

PERSONNEL BOARD  
REGULAR MEETING

440 CIVIC CENTER PLAZA  
CITY COUNCIL CHAMBERS

**October 25, 2012  
MINUTES**

The Regular Meeting was called to order by Chairperson West at 4:30 p.m. Roll call was as follows:

Present: Joanne Sidwell, Chairperson  
Elaine Merriweather, Vice Chairperson  
Yvonne Nair, Board Member  
Vicki Winston, Board Member

Absent: David Brown, Board Member

In Audience: Leslie Knight, Assistant City Manager/Human Resources Director  
and Secretary to the Board  
Cepideh Roufougar, Attorney  
Jessica Collins, Personnel Analyst II  
Bruce Soublet, Associate City Attorney  
Sam Casas, Paratransit Coordinator  
Angela Cox, Librarian  
Stan Fleury, Local 21 Steward, IT  
Jacqueline McBride, Executive Assistant, IT  
Kieron Slaughter, Planning and Building Regulations Division  
Lavidus Walton, Executive Secretary II, Human Resources

1. **APPROVAL OF MINUTES**

A. Regular Meeting of September 27, 2012

Chairperson Sidwell requested clarification on page 2, paragraph 2 regarding selection of officers, and asked that more detail be put into the minutes.

**Public Comments:**

Stan Fleury, Local 1021 Steward, referred to the minutes under Communications Item on page 2, it states, "The Board is an advisory body to the Human Resources Department and City Manager." He said this is not reflected in Article VIII, Section 1A. He then referred to page 3,

## **PERSONNEL BOARD MINUTES**

October 25, 2012

Page 2

second paragraph which states, “The Brown Act applies to meetings of a majority of the Board to discuss actual or potential business” and at the end of the paragraph, it states, “Lastly, she urged the Board to take advantage of the Human Resources Department.” He felt this was not what the Charter specifies and said the board was created to be independent and fair and he asked that this be revised.

Board Member Winston noted that under the Brown Act, if an item is not agendaized it cannot be discussed by the Board. She also asked about the statement that the Board is advisory to the Human Resources Department. She stated that it is her understanding that Human Resources is an extension of the City Manager’s office. It was clarified that the Human Resources Department is advisory to the City Manager. Leslie Knight provided an example involving the creation of new classifications. She stated that they will work hand-in-hand with the Board.

Cepideh Roufougar, Attorney, provided clarification that the statement referred to using the Human Resources department to obtain information on procedure and that the Charter identifies the Director of the Human Resources Department as the Secretary of the Board. The Human Resources Department is available to provide assistance and support to the Personnel Board.

### **2. PUBLIC COMMENT:**

Angela Cox, Librarian, stated that items that are approved before coming to the Board are placed on an agenda and employees are concerned if the item discussed at the meeting is denied.

Stan Fleury, Local 1021 Steward, IT, said the Personnel Board is the most important Board in the City. The City Charter, Section 13, states how items are placed on the agenda and also discusses negligence and costs incurred by police officers. He asked the City to adjust the schedules of KCRT so costs are not a significant factor and said that no employees should be denied the opportunity to bring issues to the Personnel Board.

Jacqueline McBride, IT Assistant, said she is a 24 year employee and was not promoted. She thinks the Human Resources Department is broken, asked the Board to implement changes and fix it.

Kieron Slaughter, Planning and Building Regulations Division, said he was not notified of proposed position changes and asked that staff be notified when these go before the Personnel Board.

### **3. COMMUNICATIONS**

#### **A. Place, Time, Date of Meetings & Order of Business**

Bruce Soublet, Assistant City Attorney, presented the agenda report and gave an overview of the procedures and protocols of the Personnel Board, which included 1) time at which regular meetings begin; 2) the frequency and scheduling of meetings; 3) the location of regular meetings,

## **PERSONNEL BOARD MINUTES**

October 25, 2012

Page 3

and 4) the order in which items of business are discussed. The recommended action was to review and approve the procedures and protocols and provide any direction to staff.

Vice Chairperson Merriweather questioned whether the Council Chambers is available for special meetings of the Board other than the regular third Thursday. Mr. Soublet indicated the Council Chambers room is available when Council is not using it for meetings; however, there may be an expense associated with using it.

Ms. Knight explained that there are times when meetings fall on holidays, and the Board is typically polled as to their availability for special meetings. She discussed length of meetings when the Board goes into Closed Session and various reasons for added expenses having to do with use of the Council Chambers.

Vice Chairperson Winston spoke regarding use of the conference room and confirmed that the room would require maintenance after meetings are held.

Board Member Nair suggested testing it out when meetings might be rescheduled and to monitor the added expenses and availability of the Council Chambers room.

### Public Comments:

Sam Casas, Local 1021 President, voiced support for the change of the meeting time to 5:00 p.m. which is positive for employee attendance, but said he was not clear as to the reasons for costs to utilize the room. He questioned the protocol for approving items on the agenda, asked that Open Forum be agendaized after Approval of the Minutes, and noted that there is a procedure for speakers having public comments but he did not see a procedure for public speakers on agenda items. He also asked for specific locations for agendas to be posted such as the website and on social media/Facebook. On page 10, he asked for an item that reflects how the Board goes into Closed Sessions.

The Board discussed revisions which Ms. Knight summarized as follows: 1) to move Open Forum after Approval of Minutes; 2) to direct staff to post the agendas on the City's website but not on social media; 3) to bring back more information about a Council liaison and how they operate for the next meeting agenda; 4) there will be two minutes of public comment allowed for regular agenda items and a procedure added in the protocols; and 5) information on how the Board goes into Closed Sessions.

In response to Vice Chairperson Merriweather, Mr. Soublet agreed to email Personnel Board Members contact information. He noted that the updated changes to the Procedures and Protocols will be provided at the next meeting for re-consideration and approval.

Board Member Winston made a motion to approve the Procedures and Protocols for Personnel Board Meetings, as amended; seconded by Vice Chairperson Merriweather. Item was approved

## PERSONNEL BOARD MINUTES

October 25, 2012

Page 4

by the following vote: AYES: Ms. Winston, Ms. Nair, Ms. Merriweather, Ms. Sidwell. NOES: None. ABSENT: Mr. Brown.

Chairperson Sidwell requested moving up Item 4; Public Comment, and hearing Item B afterwards.

### **B. APPROVAL TO REVISE THE EXISTING CLASSIFICATION TO SENIOR PLANNER (PLANNING AND BUILDING REGULATIONS DEPARTMENT)**

Jessica Collins, Personnel Analyst II, provided a brief overview and background of the proposed item regarding the request to revise the existing classification to Senior Planner in the Planning and Building Regulations Department. She reviewed the position's current responsibilities and said an updated job description is required to improve organizational efficiency and provide a proper allocation of duties that reflect the current activities of the division. The re-titled classification will remain in IFPTE Local 21 who concurs with the proposed action.

Ms. Knight provided clarification on the job description and the comparison of positions within the division, stating the department does not notify other employees within the division who are under different union representation. If that union wishes to notify the employee, they can choose to do so. She also noted that to contact union members directly is prohibited.

Ms. Knight verified there were no public speakers for the item.

Board Member Winston made a motion to approve to revise the existing classification to Senior Planner (Planning and Building Regulations Department); seconded by Board Member Nair. Item was approved by the following vote: AYES: Ms. Winston, Ms. Nair, Ms. Merriweather, Ms. Sidwell. NOES: None. ABSENT: Mr. Brown.

3. **UNFINISHED BUSINESS:** None

5. **CONSIDERATION OF PROBLEMS & REPORTS**  
GRIEVANCE APPEAL HEARING-SEIU Local 1021

This item was canceled and moved to the next Personnel Board Meeting.

6. **ADJOURNMENT**

The meeting was adjourned at 5:51 p.m. The next regular meeting will be Thursday, November 15<sup>th</sup>, 2012.

Respectfully submitted,

Leslie T. Knight  
Assistant City Manager/Human Resources Management Director

**PERSONNEL BOARD MINUTES**

October 25, 2012

Page 5