

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

PERSONNEL BOARD
REGULAR MEETING

440 CIVIC CENTER PLAZA
CITY COUNCIL CHAMBERS

**December 20, 2012
MINUTES**

The Regular Meeting was called to order by Vice Chairperson Merriweather at 5:00 p.m. Roll call was as follows:

Present: Yvonne Nair, Board Member
 David A. Brown, Board Member
 Elaine Merriweather, Vice Chairperson
 Vicki Winston, Board Member

Absent: Joanne Sidwell, Chairperson

1. APPROVAL OF MINUTES

Sam Casas requested that Public Comments section in the minutes be moved to after the Approval of Minutes per the meeting agreement on October 25. He noticed that the December 20th agenda had it as item number 5. Website revision requests: post current minutes with public comment (the most recent online is October 27, 2011); provide updated revised protocols; update personnel Board Agenda; and update address, location and time. For current meeting agenda comments: missing Unfinished Business; revisions to the protocols and review the final document; and status of council liaison.

Raymond Dryer had a correction to the November 15 minutes; listed as Local 21 Vice President and it is Local 1021.

Minutes for November 15, 2012 approved.

2. PUBLIC COMMENT

Sam Casas expressed concern about the lack of a nominated chair due to Ms. Joanne Sidwell's term ending before the next meeting. Additionally, he wanted to express his appreciation for Ms. Sidwell's five years of service. Concern was expressed about the process of filling the position and whether that should be an agenda item of the Board. Reiterated some points of the City

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Charter: Page 43, Section 2a, the purpose of the Personnel Board and the personnel administration: "For a systematic classification plan providing for the classification of all positions on the basis of their duties and responsibilities." This includes exempt and non-exempt positions that the Personnel Board reviews. Page 49, Section A of the charter which discussed: "The City Manager shall appoint a qualified Director of Personnel. The Director of Personnel shall be responsible for the proper administration of the personnel system and its operation. He shall have or she shall have the power, and it shall be his duty." Page 51, Section 13: "Any person who violates willfully or through culpable negligence violates or conspires to violate any provision of this Article shall be guilty of a misdemeanor and upon conviction thereof shall be punished by a fine of not more than five hundred dollars (\$500.00) or by imprisonment for not more than six months, or by both such fine and imprisonment. The conviction of any employee or officer of such offense shall operate automatically to terminate his service and to vacate his position."

Stacie Plummer, City of Richmond employee. Expressed concern about Ms. Leslie Knight, the City of Richmond's Human Resource Director and Assistant City Manager, and Ms. Knight's treatment of her. Asked for the community to address it.

Ladislao Herrera, City of Richmond employee. Expressed concern about Ms. Leslie Knight's investigation and possible car allowance abuses, as well as, lack of compliance with business license, resale license, and state and federal tax income tax laws. Asked for the Personnel Board to recommend to the City Council that Ms. Leslie Knight be put on administrative leave until the current investigation is completed.

Pamela Hampton, City of Richmond employee, Engineering Department. Expressed concern regarding confidentiality of a Human Resources memo regarding her grievance being included in the Personnel Board packet available to the public.

James Walker, Chief Steward Local 1021. Thanked the Board for their work and requested the Board to have an open mind due to long standing grievances that needed to get addressed as well as concern about Human Resources Department retaliation. Verbal support was given to Stacie Plummer and her claim. Requested that the Board allow the union equal time to rebut and address any discrepancies without time limit. Expressed concern that the current time limit is an unfair advantage to the City of Richmond.

Millie Cleveland, SEIU Local 1021 Union Rep. Had a question regarding the Personnel Board process for moving an appeal date and coordinating attorneys and witnesses.

Bruce Soublet, Attorney to the Personnel Board. Stated that Public Comments is not the time for back and forth with the people who are making comments.

Loch Sekona, SEIU 1021 Vice President. Expressed concern about possible conflict of interest with the Secretary of the Personnel Board also being the Human Resources Management Director, since that role is the City of Richmond's representative in any union grievance and complaint process.

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Clarified process to get an item on the agenda: Email request to the Secretary of the Personnel Board two weeks prior the next meeting.

Mr. Soublet stated that the Personnel Board selection process is laid out in the Personnel Board records. Due to the Personnel Board being a charter commission, there are specific rules that apply to how the members are selected. In this case, the selection is done by the Mayor's office. An application is submitted to the Mayor for review; the chosen individuals are interviewed; and a recommendation is made to the City Council for a vote. This Charter provides the guidelines. As a result, a vacancy is not under Personnel Board purview, and would not be on the agenda. Voting for the Chairperson and Vice Chairperson within the Personnel Board can be done as long as there is a quorum of three people.

3. **COMMUNICATIONS: None**

4. **UNFINISHED BUSINESS: None**

5. **ADJOURNMENT**

The meeting was adjourned at 5:40 p.m. to January 24, 2012 at 5:00 p.m.

Respectfully submitted,

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