

CITY OF RICHMOND, CA
HUMAN RESOURCES MANAGEMENT DEPARTMENT

**PERSONNEL BOARD
REGULAR MEETING**

**CITY COUNCIL CHAMBERS
440 CIVIC CENTER PLAZA
RICHMOND, CA 94804**

**APRIL 24, 2014
MINUTES**

The regular meeting was called to order by Chair Merriweather at 5:03 p.m. on April 24, 2014.

Present: Elaine Merriweather, Chair
David Brown, Vice Chair
McKinley Williams, Board Member
Vicki Winston, Board Member

Absent: Yvonne Nair, Board Member
Gayle McLaughlin, Mayor/Personnel Board Liaison

2. CONFLICT OF INTEREST

- None

3. APPROVAL OF MINUTES:

a. Retreat Meeting of December 9, 2013

SPEAKERS:

Jacqueline McBride: requested that future minutes have a live link to the Personnel Board website audio of the meetings.

Action:

- Include a live link on all future Personnel Board minutes.

Board Member Winston made a motion to approve the minutes of December 9, 2013; Board Member Williams seconded the motion, Minutes were approved by the following vote: AYES: E. Merriweather, D. Brown, W. McKinley, V. Winston. NOES: D. Brown.

b. Regular Meeting of March 27, 2014

SPEAKERS:

- None

Audio recordings of Personnel Board Meetings are available at:
<http://www.ci.richmond.ca.us/index.aspx?NID=1090>

Vice Chair Brown made a motion to approve the minutes of March 27, 2014; Board Member Williams seconded the motion, Minutes were approved by the following vote: AYES: E. Merriweather, W. McKinley, V. Winston. NOES: None.

Action:

- None

4. PUBLIC COMMENT

SPEAKERS:

Vivien Feyer: stated she would contact the entire City Council appealing their support of the Personnel Board decision on the discipline hearing in January. In order to make a strong statement and the City Council make an informed decision, it would be advisable to have the minutes available to the City Council with the transcripts of the eight hours of hearing minutes. Ms. Feyer recommended requesting the minutes so that the public, the Personnel Board and the City Council have access to the information. Neither the minutes nor the audio include any of the eight hour hearing.

Donna Rayon: thanked the Board for looking into her wrongful termination and the Personnel Boards request of the Human Resources Department to put the facts of her termination in writing. Ms. Rayon responded to the email written by the Human Resources Department and would like for the Board to continue a fact finding investigation of her discharge case and the missing personnel file documents.

5. NEW BUSINESS:

- a. **DISCUSS with City Manager Bill Lindsay:**
- (1) **Issues in the Library**
 - (2) **Progressive Discipline**
 - (3) **Human Resources Audit**
 - (4) **City-wide mandatory training status**

SPEAKERS:

Cordell Henler: spoke regarding the library. His concern is the lack of help in the library. More funding is needed so that the library can remain open for longer hours. If the community along with the Personnel Board finds ways to work with the library, the library may be able to keep the library open.

Dee Karnes: introduced herself as the Equipment Services Superintendent. Ms. Karnes expressed that managers have to make decisions that are not always popular. She requested that the Personnel Board listen to both sides of every issue that comes before the board. She also expressed her gratitude to the City Manager and Human Resources Director for having an open door policy giving her the opportunity to sit with each of them to discuss an issue.

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Al Shanklin: introduced himself as the Public Works Facility Superintendent who began as a Local 1021 stationary engineer and currently is in management. Mr. Shanklin has had the opportunity to be on both sides. He stated that management makes decisions that are not always favorable and the Executive Management team - along with the management team - has been doing their best to support the residents of Richmond and if one was to look around the City of Richmond, the improvements being made on the behalf of the community is obvious.

Rosanne Ryken: spoke about the fact that the Library Director does not advocate for her employees. If she (Library Director) understood the Richmond community, she would assure the ordering and payment of magazines and books, she would empower staff to work on more community outreach programs, make sure that all contracts were completed on time and that the buildings are well-tended. At the Finance Committee meeting, the Library Director showed up with the assistance of the Finance Department which did not include the library Finance Manager.

Vice Chair Brown made a motion to extend the time for Rosanne Ryken; AYES: E. Merriweather, W. McKinley, V. Winston. NOES: None.

The Library Director has received a percentage raise yet she does not work well with her staff. The Library Director is not performing her job and ignoring the needs of the community. There is a lack of books being provided to the library. The City of Richmond needs and deserves a competent Library Director. In 2005, the vision of the City Manager was to have the library be the crown jewel of the Civic Plaza. Unfortunately, Ms. Ryken does not believe this will happen.

Stacey Wilborn: spoke on the various issues that currently exist in the library. The library has not been able to purchase materials for the library for the past nine months of this fiscal year, the delivery service for the library has not been paid and nonpayment of magazine subscriptions. Management has no plans to fill some of the vacant positions with other positions eliminated, some vacant positions were left unfilled for two years, only last month was action taken to fill a few of these positions. Only recently has there been any effort to fill positions due to the freeze and budget issues impacting the City's hiring practices. The Library Aide position, an on-call, part-time non-benefited position, was posted and applications were accepted last year but until this month were those applications reviewed for hiring.

Vice Chair Brown made a motion to extend the time for Stacy Wilborn; AYES: E. Merriweather, W. McKinley, V. Winston. NOES: None.

While a staff member was on medical leave, another employee working in the same classification was available and had offered to do the work of an absent employee but the management did the work. What could have been accomplished by the management if the person offering to do the job was allowed to do the work while management worked on some of the above issues or other duties such as programming for the library, payment of materials, or contracts completed so that books could be ordered. Employees had met with management requesting cross-training on job duties within the classification. Management has acknowledged the importance of cross-training but do not plan on doing so until all new positions are filled and

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all new employees in place. This is a disservice to the library, to its employees, because efficient service should be offered continually to the community. Who is accountable for the decisions being made on behalf of the library and its patrons?

6. UNFINISHED BUSINESS:

SPEAKER:

Stan Fleury: spoke on an email he sent to the Personnel Board about discipline and evaluation. The City offers good and expensive training. Liebert Cassidy Whitmore is contracted to offer the City of Richmond employees training. The culture in the City tolerates certain levels to violate the “harm to the public service” clause. If one is not well liked culturally, certain levels will harshly discipline the person. This is costing the City a lot of money. This training is \$100,000 a year. The contract with Liebert Cassidy is \$100,000.

Lisa Stephenson: Personnel Board Secretary responded stated that the training is only approximately \$10,000.

Stan Fleury: The contract is \$100,000 for whatever else they do.

The entire Board agreed to allow Stan Fleury to continue speaking; AYES: E. Merriweather, D. Brown, W. McKinley, V. Winston. NOES: None.

There is a cost to having all this staff here. Mr. Fleury expressed appreciation that the Board takes the time to abide by the Charter by helping the employees, Richmond citizens and Executive Management make this City into what it can become.

7. CONSIDERATION OF PROBLEMS AND REPORTS:

SPEAKER:

Jacqueline McBride: spoke on the City of Richmond’s continual hiring of substandard Human Resources Directors instead of recruiting qualified personnel. The City Charter states that a qualified Human Resources Director needs to be appointed but right now we have a Human Resources Director who is specialized as a labor negotiator and not in Human Resources. A qualified Human Resources Director would follow rules. The Human Resources Director needs to be qualified and work with the unions, the Personnel Board, the Charter and make sure employees are treated correctly.

8. ADJOURNMENT

Regular Meeting adjourned at 6:43 p.m.

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