

CITY OF RICHMOND, CA
HUMAN RESOURCES MANAGEMENT DEPARTMENT

**PERSONNEL BOARD
REGULAR MEETING**

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

**March 26, 2015
MINUTES**

The regular meeting was called to order by Chair Elaine Merriweather at 5:00 p.m. on March 26, 2015.

1. ROLL CALL

Present: Elaine Merriweather, Chair
Yvonne Nair, Board Member
Vicki Winston, Board Member

Absent: McKinley Williams, Board Member

2. STATEMENT OF CONFLICT OF INTEREST

- None

3. APPROVAL OF MINUTES

SPEAKERS:

- None

a. Regular Meeting of January 29, 2014 (Revision)

Board Member Vicki Winston made a motion to approve the minutes of January 29, 2015. Board Member Yvonne Nair seconded the motion, Minutes were approved by the following vote: AYES: E. Merriweather, Y. Nair, V. Winston. NOES: None.

b. Regular Meeting of February 26, 2015

Board Member Vicki Winston made a motion to approve the minutes of February 26, 2015. Board Member Yvonne Nair seconded the motion, Minutes were approved by the following vote: AYES: E. Merriweather, Y. Nair, V. Winston. NOES: None.

4. PUBLIC COMMENT

SPEAKERS:

Cordell Hindler: spoke on his appreciation of the Personnel Board Members and meeting on a regular basis. Cordell hopes that more people would attend the Personnel Board meetings in order to remain informed on what is happening within the different departments of the City of Richmond.

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5. NEW BUSINESS

a. **Approval to revise/retitle the existing classification of Crime Analysis Assistant to Crime Analysis Technician (Police Department)**

Donna Newton, Human Resources Personnel Officer, and Captain Manjit Sappal of the Richmond Police Department presented the revised/retitle classification of Crime Analysis Assistant to Crime Analysis Technician. The classification has not been updated in 20 years and the position has evolved from clerical to assisting the Crime Analyst in research and analysis and working with police officers. This revision/retitle will reflect this change.

Board Member Vicki Winston made a motion to approve the revision/retitle of the existing classification of Crime Analysis Assistant to Crime Analysis Technician. Board Member Yvonne Nair seconded the motion, Classification revision/retitle approved by the following vote: AYES: E. Merriweather, Y. Nair, V. Winston. NOES: None.

b. **Discuss change of beginning time for Regular Personnel Board Meetings**

SPEAKERS:

Cordell Hender: recommends changing the beginning time of the Personnel Board Regular meetings to 6:00 p.m. since most people work until 5:00 p.m. Other commissions begin at 6:00 or 7:00 p.m.

Discussion ensued on the best time to meet on a monthly basis. In order to give employee's and the public an opportunity to voice their opinion/choice on a convenient start time for Personnel Board meetings, everyone agreed to place on the next agenda to vote for a start time between 5:00 p.m. and 6:00 p.m.

c. **Discuss Trainings offered to City of Richmond employees**

SPEAKERS:

- None

A handout on the City of Richmond Trainings for Fiscal Year 14/15 was distributed to the Personnel Board members. Lisa Stephenson summarized the following information provided within the handout:

A total of 57 different trainings which include:

21 Lifestyle Trainings through EAP

1 all nonsupervisory staff training - mandatory

1 all staff training – mandatory

5 supervisory trainings - mandatory

29 safety trainings of which 15 are mandatory for particular groups

UNFINISHED BUSINESS Item 6b. Approval to revise the existing classification of Capital Projects Manager (Engineering Division of the Public Works Department) was

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moved to this time slot in the agenda to accommodate the schedule of the City Manager Bill Lindsay who had to leave for another meeting before 6:00 p.m.

Board Member Vicki Winston requested that this item be placed on the agenda for further discussion on why, after the Personnel Board did not vote on the changes of the job classification, the employee remained in the position. The employee was re-classed into a position when he did not meet the qualifications. The Board Member expressed her concern about following the Personnel Rules. Human Resources Director Lisa Stephenson explained that a desk audit was performed and it was determined that the employee was working out of class. The employee was re-classed into the position of Capital Projects Manager. There was a discussion at the time between the interim Department Head for the Engineering Department, Human Resources, and the City Manager on whether the requirement of a Professional Engineer Certificate (PE) was necessary or not for the Capital Projects Manager. After this discussion and review of a survey completed by Human Resources Department Analyst of comparable cities that showed other cities did not require the PE, it was determined that the PE should be listed as a desirable instead of a requirement. The intent was to properly classify an employee in a position for which he was performing all the duties.

Personnel Board Member Winston raised the following concerns:

The fact that the position was not posted so that others would have the opportunity to apply for the position.

The incumbent does not possess the PE and therefore does not qualify for the position.

The lack of following the Personnel Rules by Department Heads which leads to mistrust amongst City of Richmond employees.

Concerns about a threatening email received from Local 21.

The City Manager explained how the employee currently in the Capital Projects Manager filled a position that had been vacant, and the employee was doing all the duties of the Capital Projects Manager as was indicated by the desk audit. At that point in time, there was an Acting Department Head for the Engineering Department and at the same time Redevelopment was being eliminated and there was the economic crisis. Some employees were placed in positions versus being laid off. Since the PE was not viewed as necessary in order to perform in the position successfully, it was agreed that the job classification should reflect the PE as a desirable versus a requirement. On the intent of the email from Local 21, the City Manager found it to be supportive of the employee's reclassification and that a change in the employee's position, back to a lower classification, would be unfair.

Board Member Nair brought up the fact that there had been a recent grievance by an employee who had been flexed up in his position with a timeline for obtaining the required certification. He did not acquire the required certification and was therefore flexed back to his previous position.

At this point, City Manager Bill Lindsay had to leave but before doing so he reiterated that the PE should be a desirable and the change in the classification is an appropriate change and he would not put the PE back into the job classification because it is

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unnecessary.

Board Member Winston voiced her displeasure with how the Civil Service process was not followed and how in doing so has led to the mistrust between the employees and management.

d. Discuss resignation of Vice Chair Brown and next steps/election

Another Vice-Chair must be elected or wait for the fifth member to be nominated before electing a Vice-Chair.

This will be added to the agenda once a fifth member is nominated.

6. UNFINISHED BUSINESS

SPEAKER:

Cordell Hendler: No longer present at the meeting.

a. Discuss Library periodicals and hours

Library Director not able to attend but Lisa Stephenson volunteered to answer any questions the Personnel Board had.

Periodicals – the prior contract for periodicals expired on June 30, 2013 and the procurement process was questioned and hence delayed. The procurement process was started again, there is a new vendor, and the order has been placed. Staff has been directed to purchase magazines for the library. City of Richmond patrons also have access to the Contra Costa County Library system which offers periodicals.

The library hours have not changed since 2010 which was a decrease of a total of five hours per week of non-peak times.

The library will be adding five new positions: two librarians, two library assistants, one head of reference, one administrative support person.

The Personnel Board would like to have the Library Director share the following information:

- Changing budget of the library over the last three years
- Organization charts/Staff changes over the past three years.
- Are any of the new positions going to be assigned to the Children's Library?

~~b. Approval to revise the existing classification of Capital Projects Manager (Engineering Division of the Public Works Department) moved to an earlier time during the meeting~~

7. REVIEW OF SUBPOENA(S)

- None

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8. CONSIDERATION OF PROBLEMS AND REPORTS

- None

Personnel Board Member Nair would like to share with the City Council a report on what the board has accomplished in the past two years.

A lengthy discussion ensued on the relevancy of the Personnel Board and what the Personnel Board does.

The Personnel Board requested that Lisa Stephenson produce a one page summary showing how many grievance hearings have been brought before the Personnel Board. Also include in the report issues and policies the Personnel Board have reviewed along with the number of meetings held. Board Member Nair will write a letter to City Council to share her own experience as a Personnel Board Member.

The question of a City Council Liaison was brought up by Chair Merriweather and Board Member Nair mentioned a brief encounter with Councilmember Pimple who suggested he would be willing to be the liaison. Lisa Stephenson will follow up with the Mayor on a status update for a City Council Liaison.

9. ADJOURNMENT OF REGULAR MEETING

Regular meeting adjourned at 6:11 p.m.