

CITY OF RICHMOND, CA
HUMAN RESOURCES MANAGEMENT DEPARTMENT

**PERSONNEL BOARD
REGULAR MEETING**

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

**May 28, 2015
MINUTES**

The regular meeting was called to order by Chair Elaine Merriweather at 5:01 p.m. on May 28, 2015.

1. ROLL CALL

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

Absent: McKinley Williams, Board Member
Vinay Pimple, City Council Member/Personnel Board Liaison

2. STATEMENT OF CONFLICT OF INTEREST

- None

3. APPROVAL OF MINUTES

- a. Regular Meeting of March 26, 2015** (resubmitted from April 23, 2015 meeting - no actions taken due to lack of quorum)

SPEAKERS:

- None

Action: Board Member Nair clarified that on the last page of the minutes of March 26, 2015 a statement written as: "Board Member Nair will write a cover letter to be attached to the summary report" should have been stated as "Board Member Nair will write a letter to the City Council to share her own experience as a Personnel Board Member."

A review of the recording will be done to assure accuracy, minutes corrected and emailed to the Board Members for review.

Discussion: Since the Personnel Board's request from the Library Director was outlined in the minutes of March 26, 2015, which Board Member Winston recollects as accurate and before approving said minutes, a discussion ensued on the minutes and Secretary Stephenson's email titled Library Issues/List of Accomplishments on May 4. The Library Issues portion of the email was sent on behalf of the Library Director Katy Curl requesting clarification of the Personnel Board's information request from March 26.

Audio recordings of Personnel Board Meetings are available at:

<http://www.ci.richmond.ca.us/index.aspx?NID=1090>

Board Member Winston stated that the request was clear as stated in the approved minutes. The budget and organizational chart request should be as follows:

- Library Department budget for the last three (3) years (only approved budgets for the past three years)
- Organization Chart for Library Division only (not to include the Arts and Culture Division)

Personnel Board Member Winston inquired about the “accomplishments” part of the email. Secretary Stephenson explained the accomplishments as the items the Personnel Board has completed over the past year to be included in the summary report she is currently working on as job classifications, grievances, etc.

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

- b. Presentation of Public Comment on April 23, 2015** (no actions taken due to lack of quorum therefore no minutes for approval)

The Public Comment will be published online and the addition of City Council Member Vinay Pimple as being in attendance as the Personnel Board Liaison.

4. PUBLIC COMMENT

SPEAKERS:

Cordell Hendler: spoke on the changes he has seen over the years in the library. Positions are being added which is a good thing. More funds need to be allocated to the library for books and magazines.

5. NEW BUSINESS

- a. Discuss and Vote on potentially modifying the Personnel Board meeting start time from the current beginning time of 5:00 p.m. to a time between 5:00 p.m. to 6:00 p.m.**

SPEAKERS:

Cordell Hendler: acknowledges the change to a later time would be a good idea. In his view, a beginning time between 5:30 and 6:00 would be ideal.

Personnel Board Member Winston explained that a time change from 4:00 to 5:00 had been done previously for the Personnel Board meetings to accommodate attendance by the City of Richmond employees. Unlike other commissions, the Personnel Board has an attendance of mainly employees.

Discussion ensued on the original request by Ms. Ryken of a beginning time of 5:15 p.m.

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The Personnel Board discussed a later time being more convenient for the Board Members but less convenient for the City of Richmond employees. Later start time would cause a longer waiting period for the meeting to begin. Secretary Stephenson agreed that a 5:15 p.m. start time would not only be convenient for the attendance of employees as audience and/or public speaker but also for those that are required to attend from Human Resources along with those from other departments.

Board Member Vicki Winston made a motion to change the beginning time of the Personnel Board meeting from 5:00 p.m. to 5:15 p.m. Board Member Yvonne Nair seconded the motion, Personnel Board meeting start time of 5:15 p.m. was approved by the following vote: AYES: E. Merriweather, Y. Nair, V. Winston. NOES: None.

6. UNFINISHED BUSINESS

- None

7. REVIEW OF SUBPOENA(S)

- None

8. CONSIDERATION OF PROBLEMS AND REPORTS

- None

To be placed on the next agenda:

- Library summary report plus other library topics from the handout provided by Rosanne Ryken at a previous meeting. Personnel Board Member Nair will email Secretary Stephenson the details to be discussed.
- Summer calendar for Personnel Board Meeting
- Check in on the appointment of a new Personnel Board Member

9. ADJOURNMENT OF REGULAR MEETING

Regular meeting adjourned at 5:15 p.m.