

CITY OF RICHMOND, CA
HUMAN RESOURCES MANAGEMENT DEPARTMENT

**PERSONNEL BOARD
REGULAR MEETING**

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

**JANUARY 26, 2017
MINUTES**

The regular meeting was called to order by Vice Chair Yvonne Nair at 5:15 p.m. on January 26, 2017.

1. ROLL CALL

Present: Yvonne Nair, Vice Chair Member
Robert Davila, Board Member
McKinley Williams, Board Member

Absent: Steve Early, Board Member

Robert Davila was introduced as a new Personnel Board Member.
Donna Newton, Human Resources Personnel Officer, sat in for Secretary Lisa Stephenson

2. AGENDA REVIEW

Assistant City Attorney Bruce Soublet announces that agenda items 6a and 6b can be addressed as a single item since the presentation will answer the questions of 6b. The Personnel Board agreed.

3. STATEMENT OF CONFLICT OF INTEREST

- None

4. APPROVAL OF MINUTES

- Regular Meeting of October 27, 2016

SPEAKERS:

- None

Only one person from the October 27th meeting is present at this meeting.

Assistant City Attorney Bruce Soublet stated that the minutes can be approved the next meeting allowing for two board members who were present on October 27 (Board Members S. Early and Y. Nair) to vote. It is permissible to have the other board members vote as it is required that the minutes be approved by a quorum.

5. PUBLIC COMMENT

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

SPEAKERS:

Cordell Hindler: presented the Administrative Student Intern and Neighborhood Services Liaison job descriptions from the City of Richmond website. Mr. Hindler expressed that these positions would be ideal for students or college graduate and he would like to see these jobs on a future agenda. He also mentioned that he sent a link for a video "Move your Board from Good to Great" to Assistant City Attorney Soublet for distribution to the Personnel Board members.

NEW BUSINESS

- a. RECEIVE a presentation by Risk Manager Kim Greer on the Risk Management budget.
- b. DISCUSS how the City has settled large lawsuits, such as with Stacy Plummer for \$104,000 and with P.D. Perez for \$840,000, although it is experiencing budget deficits. How is the City able to make these large settlement payouts? Where does the money come from? How does the settlement payout system work? (Vice Chair Nair)

SPEAKERS:

Cordell Hindler: expressed his hopefulness in learning more about the large payouts to Stacie Plummer and the Perez family in the presentation and discussion of 6a and 6b.

DISCUSSION:

Risk Manager Kim Greer stated that it would be inappropriate for her to speak on the specifics of individual cases. The presentation was a budget presentation in June 2016 for the City Council. Risk Manager Greer is using the presentation in response to the questions raised (6b) by the Personnel Board.

Risk Manager Greer proceeded to present the Risk Department budget.

Effective January 1, 2017, implemented for the public safety departments and workers' compensation, an alternative dispute resolution for our workers' compensation program.

Risk Management Department handles workers' compensation programs, general liability claims, and overall city employee benefits. Also, responsible for the City safety program assuring that the employees work safely.

- The reserves for the Risk Department are roughly \$30 million which is set aside.
- Every year an actuary analyses statistics from the City of Richmond

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historical data along with other facts, regulation changes, political climate, etc., to project future expenses.

- Liability claims usually close within one to five years.
- Workers' Compensation claims can be open for many years.
- The revenue is acquired by a formula compiled from the actuary report, percentage of employees in a department, percentage of payroll, total number of claims and the cost incurred, etc. and using a formula, a figure per employee is calculated and the funds are charged back to the departments which becomes the revenue.
- The City of Richmond has been self-insured since 1993 with a \$750,000 per claim.
- Covered under the Workers' Compensation claims: medical, indemnity (loss wages), and permanent disability.
- City of Richmond is governed by statute and the payments must be made by law.

The presentation continued with more detailed information including questions and answers with the Personnel Board members.

- c. DISCUSS the efficiency of grievance hearings and whether proceedings can be improved in order to shorten the time required while hearing the maximum amount of testimony. (Vice Chair Nair)

SPEAKERS:

Cordell Hindler: spoke on the former grievances that went on until late in the evening and how it also affects the ability of a witness to testify.

DISCUSSION:

Vice Chair Nair asked that this item be held over to the meeting next month allowing for the input of Board Member Steve Early.

Assistant City Attorney Bruce Soublet explained the current grievance process for newest Board Member Davila.

6. UNFINISHED/OLD BUSINESS

- None

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SPEAKERS:

- None

DISCUSSION:

- None

7. REVIEW OF SUBPOENA(S)

- None

8. CONSIDERATION OF PROBLEMS AND REPORTS

Vice Chair Nair inquired about the letter of findings from the last grievance hearing.

Assistant City Attorney Bruce Soublet responded that the letter will be forwarded to the Personnel Board Members who were present during the grievance.

9. ADJOURNMENT OF REGULAR MEETING

Regular meeting adjourned at 6:02 p.m.