

**CITY OF RICHMOND, CA**  
**HUMAN RESOURCES MANAGEMENT DEPARTMENT**

**PERSONNEL BOARD  
REGULAR MEETING**

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

**FEBRUARY 23, 2017  
MINUTES**

The regular meeting was called to order by Vice Chair Yvonne Nair at 5:15 p.m. on February 23, 2017.

**1. ROLL CALL**

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

Absent: City Council Liaison Gayle McLaughlin

**2. AGENDA REVIEW**

Vice Chair Nair requested that item 6c to be moved to the March meeting

**3. STATEMENT OF CONFLICT OF INTEREST**

- None

**4. APPROVAL OF MINUTES**

- Regular Meeting of October 27, 2016

Vice Chair Nair made a motion to approve the minutes of October 27, 2017. Board Member McKinley Williams seconded the motion. Minutes were approved by the following vote: AYES: Y. Nair, R. Davila, S. Early, M. Williams, NOES: None.

- Regular Meeting of January 26, 2017

Board Member McKinley Williams made a motion to approve the minutes of January 26, 2017. Board Member Robert Davila seconded the motion. Minutes were approved by the following vote: AYES: Y. Nair, R. Davila, S. Early, M. Williams, NOES: None.

**SPEAKERS:**

- None

**5. PUBLIC COMMENT**

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

**SPEAKERS:**

Cordell Hindler: inquired about the ad hoc committee brought up in a previous Personnel Board meeting and how he would like to see it on a future agenda. Mr. Hindler also recommended that the Personnel Board view the video he shared, "Moving Your Board from Good to Great." *YouTube*. He also mentioned that he has done some research on the Plummer case and wondered where the large settlement money came from.

**NEW BUSINESS**

- a. **DISCUSS AND APPROVE** use of a written staff report for items placed on the Personnel Board agenda

**SPEAKERS:**

Cordell Hindler: As a commissioner for the library, when placing an item on the agenda it should be clearly stated in a concise manner. He hopes that this item is approved.

**DISCUSSION:**

Secretary Lisa Stephenson introduced the written Staff Report as a tool to aid staff and other board members in preparing for an agenda item before the Personnel Board meeting. A written Staff Report also provides the public more detailed information on an agenda item and allows the public to address the Personnel Board during a meeting with specific questions and/or concerns.

Board Member McKinley Williams made a motion to approve the use of a written staff report for items placed on the agenda and updating the Personnel Board Procedures and Protocols. Board Member Robert Davila seconded the motion. the use of a written staff report for items placed on the agenda and updating the Personnel Board Procedures and Protocols was approved by the following vote: AYES: Y. Nair, R. Davila, S. Early, M. Williams, NOES: None.

- b. **DISCUSS** procedures for recruitment for City of Richmond positions

**SPEAKERS:**

Cordell Hindler: passed a copy of job descriptions for the Community Affairs Specialist and the Chief of Staff to the members of the Personnel Board and stated that the job descriptions were out dated. Mr. Hindler also repeated his statement from February on the Administrative Student Intern and Neighborhood Services Liaison

**DISCUSSION:**

Human Resources Personnel Officer Donna Newton explained the City of Richmond job classifications and recruitment procedures as follows:

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- The Human Resources Management Department is currently reviewing job classifications to update or abolish.
- Recruitments begin at the department level. The Department Head meets with the Human Resources Analyst to discuss the job classification that best meets their needs. If a current job classification needs updating to meet current needs or a new classification needs to be created, the Personnel Board would ultimately review for approval at a Personnel Board meeting.
- The Department Head then submits a Requisition Form and a Waiver Form that is reviewed by the Finance Department to assure the department budget can support a new hire or promotion. It is then approved by the City Manager and the Director of Human Resources.
- The Department Head and the Human Resources Management Department Analyst would then meet to discuss the recruitment process. At this point, the type of testing is determined: traditional multiple choice testing, equipment testing, review of application, etc.
- The applicants are notified of their status, pass or fail, and a certified list is established and the applicants are categorized by A, B, or C.
- The hiring Department at this point takes over by contacting applicants on the list and interviewing.

Secretary Stephenson and HR Personnel Officer Newton answered questions posed by the Personnel Board Members.

e. ~~SHARE~~ challenges and frustrations of serving on the Personnel Board by Yvonne Nair and McKinley Williams (Vice Chair Nair) Moved to March 2017 meeting.

d. **DISCUSS** overdue letter from Personnel Board about SEIU 1021 grievance hearing findings (Vice Chair Nair)

**SPEAKERS:**

- None

**DISCUSSION:**

Assistant City Attorney Soublet explained that the findings have been prepared and is currently with City Attorney Goodmiller.

Vice Chair Nair expressed her concern on taking four months to receive the findings and how findings should be completed within a few weeks of the grievance hearings.

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- e. **DISCUSS** harassment and anti-bullying training provided by the City  
(Vice Chair Nair)

**SPEAKERS:**

Cordell Hindler: stated that many cities have this type of training and the Personnel Board should determine when this type of training would be convenient to receive.

**DISCUSSION:**

Board Member Early spoke on the Anti-bullying training he attended. He found the training to be valuable but would have liked to see more union presence.

The Personnel Board also participated in the online harassment training.

**6. UNFINISHED/OLD BUSINESS**

- **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: expressed how he has attended some grievance hearings that have gone into late evening. Mr. Hindler stated that he would like for the hearings to be more

**DISCUSSION:**

Board Member Early stated that the testimony must stay on subject of just cause versus a forum on management practices.

Vice Chair Nair suggested a form with questions related to the grievance.

Assistant City Attorney Soublet mentioned that this would not meet the due process rights of the grievant. Ultimately, Assistant City Attorney Soublet suggested that the Personnel Board members guide the testimony to address the issue at hand and not allow for irrelevant statements.

Secretary Stephenson mentioned that the materials are received by the Personnel Board Members before the hearing to allow time for reviewing beforehand.

Assistant City Attorney Soublet also clarified that the hearing only goes as long as the Personnel Board members continue to extend pass the three hours.

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Board Member Davila clarified that the grievance has gone through a process – the Personnel Board is not the first to hear the grievance. Something could possibly be structured that becomes a practice. Questioning can be formulated with the materials received and keeping the hearing on task.

Board Member Early stated that the grievant can bring other issues to the Personnel Board meetings to be placed on the agenda but that the hearing must remain on task.

Secretary Stephenson emphasized that the Personnel Board Members must keep the testimony on point.

**7. REVIEW OF SUBPOENA(S)**

- None

**8. CONSIDERATION OF PROBLEMS AND REPORTS**

- Scheduling of RPMA grievance

At this point, the meeting was closed to the public.

**9. ADJOURNMENT OF REGULAR MEETING**

Regular meeting adjourned at 6:48 p.m.