

PERSONNEL BOARD

<http://www.ci.richmond.ca.us/1090/Personnel-Board>



REGULAR MEETING Thursday, January 25, 2018

5:15 p.m.

@ 440 Civic Center Plaza – City Council Chambers



AGENDA

Chair: Steve Early

Vice Chair: Yvonne Nair

Personnel Board Members

Robert Davila

McKinley Williams

1. ROLL CALL
2. AGENDA REVIEW
3. STATEMENT OF CONFLICT OF INTEREST
4. APPROVAL OF MINUTES
 - a. Regular Meeting of October 26, 2017
5. PUBLIC COMMENT
6. CONSENT AGENDA
7. NEW BUSINESS
 - a. **DISCUSS AND APPROVE** meeting schedule options to assure a quorum for Personnel Board meetings and the ability to accomplish City of Richmond business.
 - b. **APPROVAL** to create the new classifications of Rent Program Services Analyst I and Rent Program Services Analyst II (Rent Program Department)
 - c. **DISCUSS** protocol for Consent Agenda
 - d. **DISCUSS AND APPROVE** to meet in the Richmond Room each November and December beginning in 2018, and each calendar year thereafter.
8. UNFINISHED/OLD BUSINESS
 - None
9. REVIEW AND/OR ISSUANCE OF SUBPOENA(S)
 - None
10. CONSIDERATION OF PROBLEMS AND REPORTS
 - None
11. ADJOURNMENT

NOTE: Copies of items to be distributed from the Public to the Personnel Board must also include two (2) copies; one (1) for the Secretary to the Board and one (1) for Board Counsel.

COMMUNICATION ACCESS INFORMATION This meeting is being held in a wheelchair accessible location. To request a disability-related accommodation(s) to participate in the meeting, including auxiliary aids or services, please contact Bruce Souplet, ADA Coordinator at (510) 620-6509 at least three business days before the meeting date.

CITY OF RICHMOND, CA
HUMAN RESOURCES MANAGEMENT DEPARTMENT

**PERSONNEL BOARD
REGULAR MEETING**

**MULTIPURPOSE ROOM
440 CIVIC CENTER PLAZA
RICHMOND, CA 94804**

**OCTOBER 26, 2017
MINUTES**

The regular meeting was called to order by Chair Steve Early at 5:17 p.m. on October 26, 2017.

1. ROLL CALL

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

Ada Recinos, City Council Liaison

Absent: None

2. AGENDA REVIEW

No changes

3. STATEMENT OF CONFLICT OF INTEREST

- None

4. APPROVAL OF MINUTES

SPEAKERS:

Cordell Hindler: repeated his statements from August since, as he stated, these statements were not in the August minutes. He would like to present a PowerPoint presentation on the Neighborhood Services Liaison. He introduced the Deputy City Manager reclassification and a draft salary schedule. Mr. Hindler met with the City Manager in August to inform him that these positions would be perfect for the City Manager's Office. Mr. Hindler drafted an Administrative Manual packet including the Request for Travel for the Neighborhood Services person along with other things. Hopefully these items will be included in the minutes.

- Regular Meeting of August 24, 2017

Vice Chair Nair made a motion to approve the minutes of August 24, 2017. Chair Early seconded the motion. Minutes were approved by the following vote: AYES: S. Early, Y. Nair, R. Davila, M. Williams, NOES: None.

Audio recordings of Personnel Board Meetings are available at:

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

5. **PUBLIC COMMENT**

SPEAKERS:

Cordell Hindler: stated that he would like to see the Neighborhood Services Liaison on the next agenda. He noted a few necessary language changes. Mr. Hindler recommended the forming of an ad hoc committee which would be comprised of City employees and residents.

6. **CONSENT AGENDA**

- **APPROVAL** to create the new classifications of Rent Program Services Analyst I and Rent Program Services Analyst II (Rent Program Department)

DISCUSSION: As Vice Chair began to inquire about the Rent Program Services Analyst I and II classifications, Secretary Stephenson reminded the board members that if this item was not moved during Agenda Review, therefore the item is not up for discussion.

Chair Early indicated that the board would like more time to discuss.

It was noted that the item will be moved to the next agenda.

Board Member Davila asked if it could not be moved at this point.

Secretary Stephenson informed the board members that if it is not moved during Agenda Review then it remains under Consent Agenda the only actions are approval or not but a discussion cannot ensue.

If there are any follow-up questions, the Human Resources Analyst can be contacted.

Board Member Williams asked if the item could be pulled? Secretary Stephenson emphasized that an item can only be moved during Agenda Review.

As Board Member Williams was expressing his frustration with not receiving adequate training on the Agenda Consent items, Chair Early intervened and expressed his desire to move on to the upcoming hearing and have the Personnel Board hear the classification for the Rent Board later giving the board members a chance to speak with Human Resources Analyst. Procedural issues later on Consent Agenda will be dealt with in the future.

Item dies due to lack of motion.

7. **NEW BUSINESS**

- None

8. **UNFINISHED/OLD BUSINESS**

- None

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9. **REVIEW AND/OR ISSUANCE OF SUBPOENA(S)**

- Grievance Appeal Hearing–Local 21 to follow immediately after adjournment of Regular Meeting

Assistant City Attorney Soublet informed the Personnel Board Members that the grievant has indicated that her grievance appeal hearing is open to the public and therefore the audience can remain in attendance during the hearing.

10. **CONSIDERATION OF PROBLEMS AND REPORTS**

- None

11. **ADJOURNMENT**

Adjournment of regular meeting was at 5:27 p.m.

GRIEVANCE APPEAL HEARING – LOCAL 21

Grievance Hearing was called to order at 5:28 p.m.

After the grievance appeal hearing - Local 21 with witnesses testifying on behalf of the grievant, evidence presented, and arguments made by the parties, the Personnel Board Members deliberated in closed session.

The Personnel Board Chair announced the Personnel Board decision that the grievance appeal be denied.

Adjournment of Personnel Board Appeals hearing was at 9:27 p.m.



STAFF REPORT

PERSONNEL BOARD OR DEPARTMENT

DATE: January 25, 2018

TO: Chair Early and Members of the Personnel Board

FROM: Lisa Stephenson, Secretary to the Personnel Board

SUBJECT: DISCUSS AND APPROVE meeting schedule options to ensure City of Richmond business is conducted in a timely manner by holding Personnel Board meetings on a regular basis

BACKGROUND:

In 2016, the Personnel Board has been cancelled five of the twelve meetings for lack of quorum. In 2017, of the twelve regularly scheduled meetings, six were cancelled due to lack of quorum.

RECOMMENDATION:

DISCUSS AND APPROVE meeting schedule options to ensure City of Richmond business is conducted in a timely manner by holding Personnel Board meetings on a regular basis

ANALYSIS:

This discussion will explore the various meeting times, days, months, and venues in order to reach a consensus on Personnel Board Members availability and the best options for meeting regularly.

ANALYST: Lisa Stephenson, Secretary to the Personnel Board



STAFF REPORT

PERSONNEL BOARD

DATE: January 25, 2018

TO: Chair Early and members of the Personnel Board

FROM: Lisa Stephenson, Director of Human Resources Management Department

SUBJECT: **APPROVAL** TO CREATE THE NEW CLASSIFICATIONS OF RENT PROGRAM SERVICES ANALYST I AND RENT PROGRAM SERVICES ANALYST II (RENT PROGRAM DEPARTMENT)

BACKGROUND:

The Executive Director of the newly created Rent Program department has requested the creation of two new classifications, Rent Program Services Analyst I and Rent Program Services Analyst II. The incumbents in these new classifications will be responsible for, among other duties: advising tenants, landlords, property managers, realtors and other members of the public on the requirements of the City's Fair Rent, Just Cause for Eviction, and Homeowner Protection Ordinance (Ordinance); and resolving disputes between tenants and landlords. This classification will be assigned to the Richmond Management Employees Association (RMEA) Local 21 bargaining unit.

RECOMMENDATION:

APPROVE the establishment of Rent Program Services Analyst I and Rent Program Services Analyst II classifications.

ANALYSIS:

In November 2016, City of Richmond voters approved Measure L: The Richmond Fair Rent, Just Cause for Eviction, and Homeowner Protection Ordinance. The purpose of this ordinance is to manage rent increases and prevent arbitrary evictions, while ensuring that landlords receive a fair return on their investment. This Ordinance went into effect on January 1, 2017.

The Executive Director is in the process of staffing the department. Some of the positions will be filled with classifications that currently exist in the City's Classification

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Plan. However, the Ordinance requires that the City perform certain duties and provide specific services that are not compatible with existing classifications. These duties include: providing counseling to tenants and landlords regarding their rights and obligations under the Ordinance, mediating disputes between tenants and landlords, ensuring compliance and enforcement of the Ordinance, and working closely with legal professionals. The Executive Director has the option of either contracting for these services or hiring City staff. The Executive Director has opted to hire City staff because it is more financially sound, and it allows the Executive Director to have control over how the duties are performed.

The new classifications will allow City staff to perform the duties and provide the services that are required by the Ordinance. Without the new classifications, the City will be required to hire a contractor to provide the services, or risk challenges from the union for allowing employees to work outside of their classification.

ANALYST: Donna Newton, Human Resources Personnel Officer

ATTACHMENTS: Proposed Position Classification – Rent Program Services Analyst I
Proposed Position Classification – Rent Program Services Analyst II

PROPOSED

RENT PROGRAM SERVICES ANALYST I

DEFINITION

Responsible for advising tenants, landlords, property managers, realtors and other members of the public on the requirements of the Fair Rent, Just Cause for Eviction, and Homeowner Protection Ordinance; offering informal and formal mediation services to tenants and landlords to resolve disputes; providing technical and administrative support to the department; responding to inquiries about the program from the public; and performing related duties as assigned.

CLASS CHARACTERISTICS

This class is an entry-level classification in the Rent Program Services Analyst series. Individuals perform the more routine duties, and perform more advanced duties under close supervision in one or more of the following areas: legal research and housing policy; compliance and enforcement; outreach and community engagement. Individuals may advance to the higher-level classification once the requisite experience and skills have been attained.

EXAMPLES OF DUTIES - (Illustrative Only)

1. Conducts policy research, collects and analyzes relevant data in areas such as laws, regulations, policies and programs; maintains databases.
2. Assists in developing policies, practices and procedures and makes recommendations to senior staff.
3. Mediates conflicts between landlords and tenants and proposes viable options for consideration.
4. Advises (counsels) tenants, landlords, property managers, realtors, and members of the public on the requirements of the Ordinance.
5. Interprets and applies rules, regulations and policies; identifies cases of noncompliance of regulations and requests for exemptions; refers cases of noncompliance to the staff attorney.

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RENT PROGRAM SERVICES ANALYST I
PAGE 2**

6. Prepares staff reports for management, the Rent Board and the City Council.
7. Makes presentations to staff, the public, the Rent Board, the City Council and outside agencies and groups.
8. Prepares various letters including courtesy compliance, warning and violation letters.
9. Provides information and assistance to the public and staff regarding relevant laws, regulations and procedures.
10. Works with staff attorney to ensure Rent Program staff and outreach materials are current.
11. Coordinates community engagement events.
12. Prepares outreach materials and manages websites and social media accounts.
13. May attend small claims court for minor lawsuits.
14. Utilizes relevant computer programs in assigned tasks and responsibilities.

MINIMUM QUALIFICATIONS

Knowledge of: Rent and housing laws; principles, practices and methods of organizational analysis and public administration; statistical methods and applications; mediation techniques; related computer hardware and software; principles of project management.

Ability to: Learn and interpret relevant laws, regulations and policies; research, analyze and compile data; maintain accurate records and files; communicate clearly and concisely, both orally and in writing; exercise sound judgment within established guidelines; perform multiple tasks simultaneously and establish priorities; establish effective working relationships with staff, vendors and the community; negotiate contracts; prepare and present effective presentations; manage websites and social media accounts; conduct community outreach; mediate disputes; provide effective customer service; and work effectively with persons from diverse, social, cultural and economic backgrounds.

EDUCATION/EXPERIENCE

Graduation from a four (4) year accredited college or university AND one (1) year of administrative experience, preferably in the public sector, related to the knowledge and abilities required. Related experience may be substituted for the required education on a year-for-year basis up to a maximum of two (2) years.

Desirable Skills: Bilingual skills (Spanish), experience working as a mediator and experience working in public or municipal housing and/or community and economic development field.

LICENSES/CERTIFICATIONS

Valid California Driver's License and a satisfactory driving record is an on-going requirement.

PROPOSED

RENT PROGRAM SERVICES ANALYST II

DEFINITION

Responsible for advising tenants, landlords, property managers, realtors and other members of the public on the requirements of the Fair Rent, Just Cause for Eviction, and Homeowner Protection Ordinance; offering informal and formal mediation services to tenants and landlords to resolve disputes; providing technical and administrative support to the department; responding to inquiries about the program from the public; and performing related duties as assigned;

CLASS CHARACTERISTICS

This is the journey-level classification in the Rent Program Services Analyst series. Incumbents work under general supervision and must be fully competent to perform the more complex assignments in one or more of the following areas: legal research and housing policy; compliance and enforcement; outreach and community engagement; and provide lead direction to support staff. Incumbents are responsible for the more difficult and complex assignments and are expected to exercise considerable independent judgment in making sound recommendations and in the management of multiple cases involving complex local and State laws and regulations.

EXAMPLES OF DUTIES - (Illustrative Only)

1. Conducts policy research, collects and analyzes relevant data in areas such as laws, regulations, policies and programs; maintains databases.
2. Assists in developing policies, practices and procedures and makes recommendations to senior staff.
3. Mediates conflicts between landlords and tenants and proposes viable options for consideration.
4. Advises (counsels) tenants, landlords, property managers, realtors, and members of the public on the requirements of the Ordinance.
5. Interprets and applies rules, regulations and policies; identifies cases of noncompliance of regulations and requests for

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RENT PROGRAM SERVICES ANALYST II
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exemptions; refers cases of noncompliance to the staff attorney.

6. Prepares staff reports for management, the Rent Board and the City Council.
7. Makes presentations to staff, the public, the Rent Board, the City Council and outside agencies and groups.
8. Prepares various letters including courtesy compliance, warning and violation letters.
9. Provides information and assistance to the public and staff regarding relevant laws, regulations and procedures.
10. Works with staff attorney to ensure Rent Program staff and outreach materials are current.
11. Coordinates community engagement events.
12. Prepares outreach materials and manages websites and social media accounts.
13. May attend small claims court for minor lawsuits.
14. Utilizes relevant computer programs in assigned tasks and responsibilities.

MINIMUM QUALIFICATIONS

Thorough Knowledge of: Rent and housing laws; principles, practices and methods of organizational analysis and public administration; municipal budgetary practices and policies; statistical methods and applications; mediation techniques; related computer hardware and software; basic supervisory practices and techniques; principles of project management.

Ability to: Interpret relevant laws, regulations and policies; research, analyze and compile data; maintain accurate records and files; communicate clearly and concisely, both orally and in writing; exercise sound judgment within established guidelines; perform multiple tasks simultaneously and establish priorities; evaluate and direct the work of other staff; establish effective working relationships with staff, vendors and the community; negotiate contracts; prepare and present effective presentations; manage websites and social media accounts; conduct community outreach; mediate disputes; provide effective

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RENT PROGRAM SERVICES ANALYST II
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customer service; and work effectively with persons from diverse, social, cultural and economic backgrounds.

EDUCATION/EXPERIENCE

Graduation from a four (4) year accredited college or university AND three (3) years of administrative experience, preferably in the public sector, related to the knowledge and abilities required.

Desirable Skills: Advanced degree, bilingual skills (Spanish), experience working as a mediator and experience working in public or municipal housing and/or community and economic development field.

LICENSES/CERTIFICATIONS

Valid California Driver's License and a satisfactory driving record is an on-going requirement.



STAFF REPORT

PERSONNEL BOARD OR DEPARTMENT

DATE: January 25, 2018

TO: Chair Early and Members of the Personnel Board

FROM: Lisa Stephenson, Secretary to the Personnel Board

SUBJECT: **DISCUSS** protocol for Consent Agenda

BACKGROUND:

On May 25, 2017, the Personnel Board approved to revise the Personnel Board Agenda to include a Consent Agenda on the monthly Personnel Board Agenda. The discussion on the Consent Agenda process was summarized in the Personnel Board May 2017 minutes. The procedure was also explained during Agenda Review at the August 2017 Personnel Board meeting, and was summarized in the Personnel Board August 2017 minutes.

RECOMMENDATION:

DISCUSS protocol for Consent Agenda

ANALYSIS:

The audio recording of the October 2017 meeting reflected confusion on the Consent Agenda protocol.

The Personnel Board Agenda should be reviewed, along with supporting documentation. If there is a Consent Agenda item(s), the procedure below should be followed:

- Before the Personnel Board convenes for their monthly meeting, if a Board Member, employee, and/or member of the public has a question or concern about a Consent Agenda item(s), the person should contact the Human Resources Management Department to discuss and/or inquire with the analyst assigned to the item. The analyst is named in the supporting documents (Staff Report, etc.) that are attached to the Personnel Board Agenda, which are available online. The question/answer conversation between the Board Member,

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employee, and/or member of the public, and the analyst may lead to an understanding without the necessity to move the item on the Agenda for further discussion.

- If the Board Member, employee, and/or member of the public wishes for further discussion, the following must be observed:
 - Contact the Secretary of the Personnel Board and/or supporting staff at the City of Richmond Human Resources Management Department before 2:00 p.m. the day of the Personnel Board meeting to request the item be moved to *New Business for further discussion.
 - During the Personnel Board meetings Agenda Review, the Personnel Board Members may ask to have the Consent Agenda item moved to *New Business for further discussion.
 - During Public Comment, a member of the public and/or employee may request for the item to be moved to *New Business for further discussion.
- If none of the above occurs, there will be no change to the Personnel Board Agenda. Consent Agenda item(s) are considered to be one item, and would be approved with one motion. Consent Agenda item(s) may not be discussed.

A Consent Agenda item(s) that does not receive a motion to approve or deny must be moved to another month and placed under *New Business. A job classification must first be approved by the Personnel Board and then placed on the City Council Agenda for approval before the Human Resources Management Department is able to proceed in the hiring process for that particular job classification. This leads to a delay in the ability to staff a department with needed personnel for at least another month.

* In the May 25 Staff Report, it was erroneously stated that under said conditions the item would move to the end of the Consent Agenda but it would actually be moved to New Business.

ANALYST: Dorothy Mandujano, Principal Personnel Analyst

ATTACHMENTS:

Staff Report dated May 25, 2017 for Personnel Board meeting

Pages 4-5 of Personnel Board minutes for May 25, 2017 meeting

Pages 1-2 of Personnel Board minutes for August 26, 2017 meeting



STAFF REPORT

PERSONNEL BOARD

DATE: May 25, 2017

TO: Vice Chair Nair and members of the Personnel Board

FROM: Lisa Stephenson, Director of Human Resources Management Department

SUBJECT: **APPROVAL TO REVISE THE PERSONNEL BOARD AGENDA TO INCLUDE A CONSENT AGENDA FOR APPROVAL OF JOB CLASSIFICATION CHANGES, RETITLES, AND/OR UPDATES**

BACKGROUND:

The Human Resources Management Department (HRMD) is currently reviewing job classifications for updating or abolishing. The updated job classifications will come before the Personnel Board for approval while the abolished job classifications will be brought to the City Council as an item on the Consent Calendar.

Updated job classifications currently are brought before the Personnel Board as an agenda item that is presented by an analyst from the Human Resources Management Department (HRMD). When it is an update for a department recruitment, the Department Head and/or representative will accompany the analyst to answer any questions about the job classification/recruitment.

The Consent Agenda item, to be placed before New Business, would be similar to the Consent Calendar currently used by the City Council by approving all items in one motion unless a request to pull has been received.

A Personnel Board Member or member of the public can pull an item by contacting the Personnel Board Secretary by 2:00 p.m. the day of the Personnel Board Meeting. It may also be pulled during the Agenda Review slot during the meeting by a member of the Personnel Board.

RECOMMENDATION:

APPROVAL TO REVISE THE PERSONNEL BOARD AGENDA TO INCLUDE A CONSENT AGENDA FOR APPROVAL OF JOB CLASSIFICATION CHANGES,

Personnel Board Staff Report

RETITLES, AND/OR UPDATES

ANALYSIS:

The Consent Agenda would allow streamlining of approval for updated job classifications.

During the Agenda Review, the Personnel Board Members could request that the item be pulled from the Consent Agenda for further discussion at the end of the Consent Agenda slot. A member of the public could request during the Public Comment portion of the Personnel Board meeting. The staff from HRMD and any City of Richmond personnel would be in attendance for such cases. The Consent Agenda would be after Public Comment and before New Business. This would allow for staff to attend immediately after work and be available for any questions.

As with the City Council Consent Calendar, the analyst can be contacted directly for any questions before the Personnel Board meeting.

ANALYST: Dorothy Mandujano, Senior Management Analyst

ATTACHMENTS: Proposed Agenda

together without looking at each other as distinctly different. The removal of this is a move toward that. If the objection to the removal of this language equals not approving this job specification, then the language can remain. Secretary Stephenson expressed her support of Ms. Taylor's explanation. One must be able to work with all people in the community. Secretary Stephenson stated that the job announcements describe the City of Richmond. It would be surprising to find an applicant who was not aware of what it is to work with the City of Richmond. It does not need to be a part of the job specification.

Vice Chair Nair requested that the language remain.

Secretary Stephenson inquired whether the job specification would not be approved if the language was removed. Vice Chair Nair stated that she would abstain if the language was removed.

Board Member Williams made a motion to approve the classification Human Resources Technician I/II/III contingent on the statement "work effectively with people from diverse, socio-economic and cultural backgrounds" remain in the job specification. Board Member Early seconded the motion. Classification was approved by the following vote: AYES: Y. Nair, S. Early, M. Williams, NOES: None.

e. **APPROVE** revision to the existing classification of Principal Personnel Analyst

SPEAKERS:

Cordell Hindler: stated that the Principal Personnel Analyst revision makes a lot of sense and requested that Personnel Board approve the job classification.

DISCUSSION:

Secretary Stephenson explained that the Human Resources Management Department consists of 14 people with 14 job titles. The Principal Personnel Analyst is an attempt to streamline others into this position. Currently, the Finance Manager and Senior Management Analyst will be moving to this position. A third position will also be included in this job classification.

Secretary Stephenson answered questions from the Personnel Board members.

Vice Chair noted that the language "work effectively with people from diverse, socio-economic and cultural backgrounds" was removed from the Principal Personnel Analyst job specification and as with the Human Resources Technician I/II/III, the language should remain.

Board Member Williams made a motion to approve the classification Principal Personnel Analyst contingent on the statement "work effectively with people from diverse, socio-economic and cultural backgrounds" remain in the job specification. Board Member Early seconded the motion. Classification was approved by the following vote: AYES: Y. Nair, S. Early, M. Williams, NOES: None.

f. **DISCUSS AND APPROVE** revision to the Personnel Board Agenda to include a Consent Agenda for approval of job classification changes, retitles, and/or updates

SPEAKERS:

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

Cordell Hindler: stated that in October he presented the Assistant City Manager job description that should be brought before the Personnel Board. Mr. Hindler will be meeting with the City Manager to speak with him about the Assistant City Manager job description.

DISCUSSION:

Ms. Mandujano explained that the Consent Agenda item would be similar to the City Council Consent Calendar. All classification items would be under the Consent Agenda and approved in one motion. To have an item moved from the Consent Agenda, anyone, public or Personnel Board members, must contact the Human Resources Management Department by 2:00 p.m. the day of the meeting or the Personnel Board members can request further discussion during the Agenda Review portion of the agenda.

Assistant City Attorney Bruce Soublet pointed out that the Personnel Board members, after reviewing a new or revised job classification attached to a Personnel Board meeting agenda, could contact the Human Resources Management Department before the scheduled meeting with any questions or concerns about the particular job classification.

Board Member Williams made a motion to approve the change to the Personnel Board agenda to include Agenda Consent immediately following Public Comment. Board Member Early seconded the motion. Agenda change was approved by the following vote: AYES: Y. Nair, S. Early, M. Williams, NOES: None.

- g. **DISCUSS, NOMINATE AND VOTE** to elect a Personnel Board Chair and Vice Chair.

SPEAKERS:

Cordell Hindler: stated that in the City Charter it spells out the nomination of a Chair and Vice Chair.

DISCUSSION:

An election has not been done since 2015 when Vice Chair Brown resigned. Vice Chair Nair's term expires in September. Board Member McKinley mentioned that he would not be able to commit to the responsibility of Vice Chair or Chair at this time.

Secretary Stephenson explained that the current vacant seat is to be filled by a public safety nominee. Secretary Stephenson continued to explain the process of seating another Board Member and how it will probably, at least, be a few months given that Public Safety needs to provide three names, City of Richmond Public Safety employees voting, and City Council approval. Vice Chair Nair's seat is a Mayor appointee seat and this should not take as long to fill.

After some discussion, it was decided to discuss this at the June meeting.

In discussing the election, Vice Chair Nair asked about the current policy on Board Member attendance. Since this subject was not on the agenda, it was recommended that it should be agendaized for another meeting.

- h. **DISCUSS AND APPROVE** whether, and if so, when the Personnel Board will

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CITY OF RICHMOND, CA

HUMAN RESOURCES MANAGEMENT DEPARTMENT

**PERSONNEL BOARD
REGULAR MEETING**

**MULTIPURPOSE ROOM
440 CIVIC CENTER PLAZA
RICHMOND, CA 94804**

**AUGUST 24, 2017
MINUTES**

The regular meeting was called to order by Vice Chair Yvonne Nair at 5:15 p.m. on August 24, 2017.

The City Council Chambers was not available for this meeting therefore the meeting was held in the Multipurpose Room in the basement of the same building (440 Civic Center Plaza).

An announcement was made at the beginning of the meeting to inform the Personnel Board Members and the public that the meeting was not going to be recorded. Due to this, it was requested that if anyone wanted any item to be included in the notes it needed to be stated during the meeting to the note taker, Dorothy Mandujano, immediately to assure the item was included in the minutes. The following minutes were from written notes.

1. **ROLL CALL**

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

Absent: McKinley Williams, Board Member

2. **AGENDA REVIEW**

An announcement was made to remind the Board Members that this agenda contained a Consent Agenda item for the first time. If the Board Members wished to discuss the item, the item could be moved to New Business during this time – Agenda Review. Otherwise, the item would be put to a vote without discussion.

Vice Chair Nair requested that subpoenas for an upcoming grievance be discussed during this meeting.

3. **STATEMENT OF CONFLICT OF INTEREST**

- None

4. **APPROVAL OF MINUTES**

- Regular Meeting of May 25, 2017

Board Member Davila made a motion to approve the minutes of May 25, 2017. Vice Chair Nair seconded the motion. Minutes were approved by the following vote: AYES: Y. Nair, R. Davila, S. Early, NOES: None.

SPEAKERS:

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- None

5. **CONSENT AGENDA**

- **APPROVAL** to establish Office of Neighborhood Safety Program Manager (Office of Neighborhood Safety)

DISCUSSION: Vice Chair began by asking a question. It was pointed out that any item during Consent Agenda should be a vote only. Since it was the first time to appear on an agenda, a discussion was allowed but it was noted that for future Personnel Board meeting agendas an item in this category should be moved to New Business if the Board Members wish to discuss.

Vice Chair asked for clarification on "budget monitoring" and also indicated the desire to include terminology around the diversity of the population in the City of Richmond.

Board Member Davila inquired about the need to create a new position.

Board Member Davila made a motion to approve the establishment of Office of Neighborhood Safety Program Manager classification. Vice Chair Nair seconded the motion. The establishment of Office of Neighborhood Safety Program Manager classification was approved by the following vote: AYES: Y. Nair, R. Davila, S. Early, NOES: None.

6. **PUBLIC COMMENT**

SPEAKERS:

Cordell Hindler: handed out the job description for Neighborhood Liaison and Assistant City Manager.

7. **NEW BUSINESS**

- None

8. **UNFINISHED/OLD BUSINESS**

Cordell Hindler: voiced his opinion that the election of a Personnel Board Chair and Vice Chair should be completed this evening.

- a. **DISCUSS, NOMINATE AND VOTE** to elect a Personnel Board Chair and Vice Chair

Vice Chair Nair made a motion to nominate and elect Board Member Steve Early as Chair to the Personnel Board. Board Member R. Davila seconded the motion. The nomination and election of Board Member S. Early to serve as Chair was approved by the following vote: AYES: Y. Nair, R. Davila, S. Early, NOES: None.

9. **REVIEW AND/OR ISSUANCE OF SUBPOENA(S)**

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STAFF REPORT

PERSONNEL BOARD OR DEPARTMENT

DATE: January 25, 2018

TO: Chair Early and Members of the Personnel Board

FROM: Lisa Stephenson, Secretary to the Personnel Board

SUBJECT: **DISCUSS AND APPROVE** to meet in the Richmond Room each November and December beginning in 2018, and each calendar year thereafter.

BACKGROUND:

The Personnel Board has regularly met on the fourth Thursday of each month but in November and December there exists a conflict with holidays. Therefore, during the October 23, 2014 Personnel Board meeting, the Personnel Board Members approved to meet on the third Wednesday in November and December 2014, and each calendar year thereafter.

In the month of October 2017, scheduling of the City Council Chambers for the calendar year 2018 was requested for the Personnel Board meetings. It was discovered at that point that the Rent Board had booked the City Council Chambers for the third Wednesday each month for the year 2018, including November and December of 2018. After Human Resources contacted the Rent Board, the Rent Board staff was kind enough to offer the City Council Chambers for November and December 2018 to the Personnel Board for regular meetings.

RECOMMENDATION:

DISCUSS AND APPROVE to meet in the Richmond Room each November and December beginning in 2018, and each calendar year thereafter.

ANALYSIS:

The recently-formed City of Richmond Rent Board meets the third Wednesday each month in the City Council Chambers. A typical Rent Board meeting has approximately ten (10) agenda items, with seven (7) to eight (8) speakers per agenda item. During November and December 2017, the Rent Board is meeting in the basement of City Hall.

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Attendees are developers, landlords, renters, etcetera, who are not familiar with the location of the different meeting rooms in City Hall. The City Council Chambers is much easier for non-employees to locate, and to also seat the Rent Board attendees.

The Personnel Board has met five (5) out of the ten (10) regularly-scheduled meetings due to lack of quorum this calendar year. November and December of 2016 were cancelled due to lack of quorum. The Personnel Board meetings are mostly attended by City of Richmond employees and former employees who are familiar with the different meeting rooms. Also, the audience has dwindled to a few people each meeting.

The Richmond Room is located on the first floor of the 450 Civic Center Plaza building and is available for the Personnel Board meetings in November and December of 2018. The Richmond Room will accommodate the Personnel Board Members and attendees. For clarification, this would only be necessary each year for the November and December meetings. The Personnel Board will continue to meet in the City Council Chambers for regular meetings between January and October this coming year, and each year thereafter. A change from this schedule would only occur if another event schedule conflicts with the Personnel Board regular meeting. At that point, a decision on where to meet would be addressed.

Please consider a venue change for the November and December meetings from 2018 forward. Of course, if there is a change in the Rent Board scheduling, and the City Council Chambers becomes available, the Personnel Board will then resume meeting there again.

ANALYST: Dorothy Mandujano, Principal Personnel Analyst