

PERSONNEL BOARD

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



REGULAR MEETING Thursday, March 22, 2018

5:15 p.m.

@ 440 Civic Center Plaza – City Council Chambers



AGENDA

Chair: Steve Early

Personnel Board Members

Robert Davila

Mindy Pines

McKinley Williams

1. ROLL CALL
2. AGENDA REVIEW
3. STATEMENT OF CONFLICT OF INTEREST
4. APPROVAL OF MINUTES
 - a. Regular Meeting of February 22, 2018
5. PUBLIC COMMENT
6. CONSENT AGENDA
 - None
7. NEW BUSINESS
 - a. **DISCUSS AND APPROVE** written decision for previous grievance and a timeline for written decisions on all future grievances
8. UNFINISHED/OLD BUSINESS
 - b. **DISCUSS AND APPROVE** meeting schedule options to assure a quorum for Personnel Board meetings and the ability to accomplish City of Richmond business
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 Soublet, 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**

**FEBRUARY 22, 2018
MINUTES**

The regular meeting was called to order by Chair Steve Early at 5:19 p.m. on February 22, 2018.

1. ROLL CALL

Present: Steve Early, Chair
McKinley Williams, Board Member
Mindy Pines, Board Member
Ada Recinos, City Council Liaison

Absent: Robert Davila, Board Member

Mindy Pines was introduced as the newest Personnel Board Member attending her first official Personnel Board meeting.

Dorothy Mandujano acted as Secretary in the absence of Lisa Stephenson
Shannon Moore acted as Personnel Board legal representation in the absence of Bruce Soublet.

Veronica Duarte de Castro and Lisa Melgarejo replaced Dorothy Mandujano and assisted throughout the meeting.

2. AGENDA REVIEW

No changes

3. STATEMENT OF CONFLICT OF INTEREST

- None

4. APPROVAL OF MINUTES

SPEAKERS:

Cordell Hindler: approves of the minutes as written. He stated that he listened to the Personnel Board meeting audio online and compared to the minutes. He asked that the minutes be approved as presented.

Dorothy noted that there was an error in the beginning of the October minutes where Steve Early was listed twice and McKinley Williams name was erroneously omitted. Dorothy stated that this would be corrected before posting online.

- a. Regular Meeting of October 26, 2017

Audio recordings of Personnel Board Meetings are available at:

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

Board Member Williams made a motion to approve the minutes of October 26, 2017. Chair Early seconded the motion. Minutes were approved by the following vote: YEA: S. Early, M. Pines, M. Williams, NAY: None.

5. **PUBLIC COMMENT**

SPEAKERS:

Cordell Hindler: recommended future agenda items: date for a retreat, location of retreat, and ability for the public to comment during retreat. He would like to see a discussion of the Administrative Manual and also the job classification of Neighborhood Services Liaison. Mr. Hindler is available to discuss the above at the meeting in May or June.

6. **CONSENT AGENDA**

7. **NEW BUSINESS**

SPEAKERS:

- None

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

Donna Newton, HR Personnel Officer, presented the Rent Program Services Analyst I and II along with Rent Program Director Nicholas Traylor. These jobs were created to fill positions specific to the Rent Program. Currently, there is not any job specification that fits the specific needs required by the Rent Program.

A discussion ensued after Personnel Board Member Williams inquired whether the job classification would need to be revisited in the future because of unforeseen issues. Director Traylor proceeded to explain the various requirements specific to a Rent Program and how HR Personnel Officer Newton consulted with other municipalities and their Rent Programs before completing the jobs brought before the Personnel Board meeting. Board Member Williams continued by inquiring about training for the staff. Director Traylor affirmed that the staff will be sent for mediation training to be certified in mediation.

Board Member Williams made a motion to approve the new classifications of Rent Program Services Analyst I and Rent Program Services Analyst II. Board Member M. Pines seconded the motion. New classifications of Rent Program Services Analyst I and Rent Program Services Analyst II were approved by the following vote: YEA: S. Early, M. Pines, M. Williams, NAY: None.

SPEAKERS:

Cordell Hindler: recommended a doodle poll for Personnel Board members to decide dates and times to meet and also where to meet.

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- b. **DISCUSS AND APPROVE** meeting schedule options to assure a quorum for Personnel Board meetings and the ability to accomplish City of Richmond business.

DISCUSSION: Dorothy began by asking to explore other times and/or dates that would be more convenient for all to assure a quorum on a monthly basis. Chair Early mentioned when looking for a meeting for a grievance, it was difficult to find a date. Dorothy clarified that it must be on a regular monthly basis but the time can change or the monthly date – as long as it is regular. This discussion can continue in the future. If the only thing on the agenda is the minutes from the previous meeting, the meeting can be cancelled with the minutes moved to another month. Board Member Williams noted that his job prevents him from meeting during the day and at times he doesn't arrive due to a crisis. Chair Early also stated that recruitment also needs to be addressed. Board Member Davila has not confirmed whether he plans on continuing on the Personnel Board or not. If Board Member Davila resigns, that leaves the Personnel Board with two vacant seats. Dorothy explained that one seat is the Public Safety seat. At some point, it became required to have a list of three names. This has not been past practice. It is difficult to acquire three names for voting. Council Member Recinos mentioned that anyone can come to her with suggestions. As Dorothy pointed out, changes to the Charter must go to the voters. This discussion will be continued next month during the regular meeting.

SPEAKERS:

Cordell Hindler: when job specifications need changes such as Neighborhood Services Liaison and Deputy City Manager, the City Manager makes a request to HR to update the language for a job classification. An HR analyst will present the updated job classification before the Personnel Board and a recruitment will follow.

- c. **DISCUSS** protocol for Consent Agenda

DISCUSSION: Dorothy explained that the process for Agenda Review and Consent Agenda. If there are any questions about an item under Consent Agenda, it must be addressed during Agenda Review and it will be moved to New Business. Consent Agenda is for yea and nays only.

SPEAKERS:

Cordell Hindler: prefers the Personnel Board meetings to continue in the City Council Chambers. The City Council Chambers has the ability to fit more people and he asked that the Personnel Board Members deny the change of venue.

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

DISCUSSION: Dorothy became aware of the Rent Program Board meetings held each month on the third Wednesday in the City Council Chambers and they have a large attendance. The Personnel Board Meeting can be held in the Richmond Room during

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November and December when meeting on the third Wednesday of the month.

Board Member Pines made a motion to approve the change of venue from the City Council Chambers to the Richmond Room for the months of November and December each year. Board Member Williams seconded the motion. Change of venue was approved by the following vote: YEA: S. Early, M. Pines, M. Williams, NAY: None.

8. **UNFINISHED/OLD BUSINESS**

- None

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

10. **CONSIDERATION OF PROBLEMS AND REPORTS**

Chair Early asked that the written decision for the last grievance and also stated that the written decision should be received closer in time to the grievance be placed on the March agenda.

11. **ADJOURNMENT**

Meeting adjourned at 5:59 p.m.



STAFF REPORT

PERSONNEL BOARD OR DEPARTMENT

DATE: March 22, 2018

TO: Members of the Personnel Board

FROM: Steve Early, Personnel Board Chair

SUBJECT: **DISCUSS AND APPROVE** written decision for previous grievance and a timeline for written decisions on all future grievances

BACKGROUND:

A grievance was held in October 2017 and we, the Personnel Board, have yet to receive the written decision.

RECOMMENDATION:

DISCUSS AND APPROVE written decision for previous grievance and a timeline for written decisions on all future grievances

ANALYSIS:

This discussion will explore an expected reasonable timeline that the written decision should be received by the Personnel Board for signature.



STAFF REPORT

PERSONNEL BOARD OR DEPARTMENT

DATE: February 22, 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