

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

**PERSONNEL BOARD  
REGULAR MEETING**

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

**MARCH 22, 2018  
MINUTES**

The regular meeting was called to order by Chair Steve Early at 5:15 p.m. on March 22, 2018.

**1. ROLL CALL**

Present: Steve Early, Chair  
McKinley Williams, Board Member  
Mindy Pines, Board Member

Absent: Robert Davila, Board Member  
Ada Recinos, City Council Liaison

Dorothy Mandujano acted as Secretary in the absence of Lisa Stephenson

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: noted that the location on the minutes, Multipurpose Room, is incorrect and should read City Council Chambers.

a. Regular Meeting of February 22, 2018

Board Member Williams made a motion to approve the minutes of February 22, 2018. 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: introduced the Assistant Employment and Training Director. Change the language of Assistant City Manager item number 6 on the job description, "serves as primary contact for department heads

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regarding status of assigned projects, discussion of personnel matters, request for information and assistance or advice on administrative problems". There has not been a Personnel Board retreat since 2013 and Mr. Hindler advised the Personnel Board to direct staff to prepare a retreat for a future meeting.

6. **CONSENT AGENDA**

7. **NEW BUSINESS**

**SPEAKERS:**

Cordell Hindler: declared he was present for the grievance hearing.

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

Sr. Assistant City Attorney Bruce Soublet spoke on the written decision. A formal motion is not necessary because the written is a summary of the decision and the decision is final. Sr. Assistant City Attorney Soublet stated that he will have the written decision forwarded to Chair Early for signature within the next few days and then forward the signed copy on to the grievant. He went on to explain that he cannot provide an expected timeframe for the written decision for future grievances. The complexity of the issues and/or the duration of the hearing can all affect the timeframe for writing the decision. He explained his process as reviewing and listening to the hearing recording, reviewing all the evidence, and then he will begin to draft the written decision.

Chair Early explained that there was discussion on waiting to announce the decision until the written summary is received. It is concerning to him that after a long hearing, potentially days of hearing a grievance, the Board Members must come up with a decision within moments. Chair Early understands that with arbitration, the grievant may have a wait time that could be much longer which is also not optimal.

Sr. Assistant City Attorney Soublet stated that there is no requirement to come up with a decision the same evening but if it is not made the same evening of the hearing, it is not known if the decision was based on any outside influence. Since there has been talk of a retreat for the Personnel Board, this topic can be part of the retreat.

Personnel Board Secretary (acting for Lisa Stephenson) Dorothy Mandujano recommended scheduling a grievance hearing in two (2) days succession so that the Board Members can return the next day to continue the hearing, deliberate, and announce decision. Also noted is the grievance hearings can be scheduled as a special meeting instead of the grievance hearing following immediately after a regular meeting.

8. **UNFINISHED/OLD BUSINESS**

**SPEAKERS:**

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Cordell Hindler: spoke on meeting more regularly – possibly weekly to discuss agenda and using doodle pool to see when everyone is available to meet.

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

Sr. Assistant City Attorney Bruce Soublet stated that the Personnel Board regular meetings beginning time has changed a few times. The most recent was changed to 5:15 to accommodate employees' ability to arrive after their end-of-day work schedule at 5:00. The City Charter does state that the Personnel Board meets monthly. There is no guarantee that a quorum will always be met due to circumstances that arise but there should be a procedure. For example, the Board Members could notify Dorothy their inability to attend the meeting possibly by noon the day of the meeting. In this manner, Board Members, employees, and staff can be notified of the cancellation due to the lack of quorum.

The inability to approve the Rent Board items due to Personnel Board meetings being cancelled due to lack of quorum, prompted Chair Early to place this item on the agenda.

A discussion ensued on filling the vacant seat and whether Board Member Davila has notified anyone on his continuance on the Personnel Board.

9. **REVIEW AND/OR ISSUANCE OF SUBPOENA(S)**
10. **CONSIDERATION OF PROBLEMS AND REPORTS**
11. **ADJOURNMENT**

Meeting adjourned at 5:44 p.m.

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