

# PERSONNEL BOARD

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



**REGULAR MEETING**  
**Thursday, January 23, 2020**

**5:15 p.m.**

**@ 440 Civic Center Plaza – City Council Chambers**



## AGENDA

Chair: Steve Early  
**Personnel Board Members**  
Mindy Pines  
McKinley Williams  
Kyra Worthy

- 1. ROLL CALL**
- 2. AGENDA REVIEW**
- 3. STATEMENT OF CONFLICT OF INTEREST**
- 4. APPROVAL OF MINUTES**
  - a. Regular Meeting of October 24, 2019 (resubmitting for approval due to error discovered after November 20, 2019 Personnel Board approval)
  - b. Regular Meeting of November 20, 2019
- 5. PUBLIC COMMENT**
- 6. CONSENT AGENDA**
  - None
- 7. NEW BUSINESS**
  - None
- 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 Soublet, ADA Coordinator at (510) 620-6509 at least three business days before the meeting date.



# STAFF REPORT

## **PERSONNEL BOARD OR DEPARTMENT**

**DATE:** January 23, 2020

**TO:** Chair Early and members of the Personnel Board

**FROM:** Lisa Stephenson, Human Resources Management Director

**SUBJECT: APPROVAL OF REVISION TO THE APPROVED OCTOBER 24, 2019 MINUTES**

## **BACKGROUND**

The Personnel Board approved the October 24, 2019 minutes at the November 20, 2019 meeting. It recently came to my attention that the approval for the new classification Communications Dispatcher III and the revision of Communications Dispatcher II was not written in the minutes. Instead, the Deputy Fire Marshal position from a previous meeting was erroneously left on the minutes due to cut and paste from the March 28, 2019 meeting format.

## **RECOMMENDATION**

**APPROVE** the revised minutes from October 24, 2019.

**ANALYST:** Dorothy Mandujano, Principal Personnel Analyst

**Attachments:** October 24, 2019 Agenda  
October 24, 2019 minutes revised (markup)

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**REGULAR MEETING**  
**Thursday, October 24, 2019**

**5:15 p.m.**

**@ 440 Civic Center Plaza – City Council Chambers**



## AGENDA

Chair: Steve Early

### Personnel Board Members

Mindy Pines

McKinley Williams

Kyra Worthy

- 1. ROLL CALL**
- 2. AGENDA REVIEW**
- 3. STATEMENT OF CONFLICT OF INTEREST**
- 4. APPROVAL OF MINUTES**
  - a. Regular Meeting of May 23, 2019
  - b. Regular Meeting of August 22, 2019
- 5. PUBLIC COMMENT**
- 6. CONSENT AGENDA**
  - a. **APPROVAL** to create the new classification of Communications Dispatcher III and revise the existing classification of Communications Dispatcher II (Police Department)
- 7. NEW BUSINESS**
  - None
- 8. UNFINISHED/OLD BUSINESS**
  - None
- 9. REVIEW AND/OR ISSUANCE OF SUBPOENA(S)**
  - None
- 10. CONSIDERATION OF PROBLEMS AND REPORTS**
  - None
- 11. ADJOURNMENT**

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

**PERSONNEL BOARD  
REGULAR MEETING**

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

**October 24, 2019  
MINUTES**

The regular meeting was called to order by Chair Steve Early at 5:15 p.m. on October 24, 2019.

A recording for this meeting does not exist. Notes were used to complete the minutes.

**1. ROLL CALL**

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

Absent: Kyra Worthy, Board Member

**2. AGENDA REVIEW**

- None

**3. STATEMENT OF CONFLICT OF INTEREST**

- None

**4. APPROVAL OF MINUTES**

**SPEAKERS:**

Cordell Hindler: stated that in May he meant to say that City staff should receive a presentation on GARE. Mr. Hindler recommended that the minutes for August be approved. Mr. Hindler also mentioned that he has compared the City of Richmond Administrative Manual with the City of Berkeley and the City of Richmond needs to be updated.

a. Regular Meeting of May 23, 2019

Dorothy Mandujano, Principal Personnel Analyst, who sat in for Secretary Lisa Stephenson, explained that the minutes for May were being presented again for approval because they were originally approved pending changes recommended by public speaker Cordell Hindler. A recording does not exist for the May meeting but in August when the May minutes were on the agenda, Cordell stated that he meant to say... Ms. Mandujano mentioned that the minutes should not be changed because of the intent of what someone wants to say. Mr. Hindler's statement is recorded in the August minutes. Dorothy requested that the minutes be approved as presented in August.

***Audio recordings of Personnel Board Meetings are available at:***

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

Board Member Pines made a motion to approve the minutes of May 23, 2019. Chair Early seconded the motion. Minutes were approved by the following vote: YEA: S. Early, M. Pines, M. Williams NAY: None.

Board Member Pines made a motion to approve the minutes of August 22, 2019. 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: asked that the Personnel Board consider for the November or December agenda the following three items. 1. Administrative Manual update with a consultant. 2. Update of the Deputy Director of Housing Authority. 3. Compare the Assistant City Manager with the City of San Pablo job description.

Cordell also expressed his disappointment in number of times the Personnel Board meeting is cancelled and that the Police Department has been waiting for months for the approval of these classifications.

6. **CONSENT AGENDA**

Board Member Pines made a motion to approve to establish the position of ~~Deputy Fire Marshal~~ Communications Dispatcher III and revise the Dispatcher II classification. Chair Early seconded the motion. The position of ~~Deputy Fire Marshal~~ Communications Dispatcher III and Communications Dispatcher II ~~was~~ were approved by the following vote: YEA: S. Early, M. Pines, M. Williams, ~~K. Worthy~~, NAY: None.

7. **NEW BUSINESS**

**SPEAKERS:** None

8. **UNFINISHED/OLD BUSINESS**

- None

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

- None

10. **CONSIDERATION OF PROBLEMS AND REPORTS**

**SPEAKER:**

Ben Therriault: Officer/RPOA President Therriault expressed his gratitude for the Personnel Board Members decision on the RPOA grievance and the process which proved to work. He stated that he changed his position on the Dispatcher III classification from a no to a no position stance. He still believes City Council will have issues with the salary. He noted that there have been changes but was hopeful that things would move forward.

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11. **ADJOURNMENT**

Meeting adjourned at approximately 5:28 p.m.

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

**PERSONNEL BOARD**  
**REGULAR MEETING**

**CITY HALL, RICHMOND ROOM**  
**450 CIVIC CENTER PLAZA**  
**RICHMOND, CA 94804**

**November 20, 2019**  
**MINUTES**

The regular meeting was called to order by Chair Steve Early at 5:15 p.m. on November 20, 2019.

A recording for this meeting does not exist. Notes were used to complete the minutes.

**1. ROLL CALL**

Present: Steve Early, Chair  
Mindy Pines, Board Member  
Kyra Worthy, Board Member

Absent: McKinley Williams, Board Member

**2. AGENDA REVIEW**

- None

**3. STATEMENT OF CONFLICT OF INTEREST**

- None

**4. APPROVAL OF MINUTES**

**SPEAKERS:**

Cordell Hindler: noted that the minutes were accurate and should be approved.

Regular Meeting of October 24, 2019.

Board Member Pines made a motion to approve the minutes of October 24, 2019. Chair Early seconded the motion. Minutes were approved by the following vote: YEA: S. Early, M. Pines, K. Worthy NAY: None.

**5. PUBLIC COMMENT**

**SPEAKERS:**

Cordell Hindler: shared a hard copy job description for Deputy City Manager and the salary schedule from Menlo Park as a reference for the creation for a City of Richmond Deputy City Manager job description.

**6. CONSENT AGENDA**

- None

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7. **NEW BUSINESS**

- None

8. **UNFINISHED/OLD BUSINESS**

- None

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

- None

10. **CONSIDERATION OF PROBLEMS AND REPORTS**

Chair Early inquired about the status of the grievance report from August. Senior Assistant City Attorney Bruce Soublet informed the Board that he would remit to them within the week.

11. **ADJOURNMENT**

Meeting adjourned at approximately 5:19 p.m.