

**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

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

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

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.