

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

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

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

**February 27, 2020**  
**MINUTES**

The regular meeting was called to order by Chair Steve Early at 5:15 p.m. on February 27, 2020.

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: opined that the minutes were accurate and should be approved.

Regular Meeting of October 24, 2019 resubmitted for approval due to an error discovered post approval at November 20, 2019 meeting.

Board Member Williams 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, M. Williams NAY: None.

Regular Meeting of November 20, 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, M. Williams NAY: None.

**5. PUBLIC COMMENT**

**SPEAKERS:**

Cordell Hindler: recommended the revision of the Chief of Staff job description along with a salary review. Mr. Hindler also recommended a Personnel Board retreat.

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

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

6. **CONSENT AGENDA**

Board Member Pines made a motion to approve to establish the positions of Industrial Building Inspector classification and Deputy Building Official classification. Chair Early seconded the motion. The position of Industrial Building Inspector and Deputy Building Official were approved by the following vote: YEA: S. Early, M. Pines, M. Williams, NAY: 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**

Meeting adjourned at approximately 5:23 p.m.