

# PERSONNEL BOARD

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



**REGULAR MEETING**  
**Thursday, September 24, 2020**  
**5:15 p.m.**

**ALL BOARDMEMBERS WILL PARTICIPATE VIA VIDEO OR TELECONFERENCE**



## 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 28, 2020
5. PUBLIC COMMENT
6. CONSENT AGENDA
  - None
7. NEW BUSINESS
  - a. **APPROVAL** to create the new classification of Human Resources Manager in the Human Resources Department
8. UNFINISHED OLD BUSINESS
  - None
9. REVIEW AND FOR 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 Soulet, ADA Coordinator at (510) 620-6509 at least three business days before the meeting date.

## CORONAVIRUS DISEASE (COVID-19) ADVISORY

Due to the coronavirus (COVID-19) pandemic, Contra Costa County and Governor Gavin Newsom have issued multiple orders requiring sheltering in place, social distancing, and reduction of person-to-person contact. Accordingly, Governor Gavin Newsom has issued executive orders that allow cities to hold public meetings via teleconferencing (Executive Order N-29-20). Both

<https://www.coronavirus.cchealth.org>

and

<http://www.ci.richmond.ca.us/3914/Richmond-Coronavirus-Info>

provide updated coronavirus information.

**DUE TO THE SHELTER IN PLACE ORDERS**, attendance in the Personnel Board meeting will be by teleconference only. Public comment will be confined to items appearing on the agenda and will be limited to the method provided below. Consistent with Executive Order N-29-20, this meeting will utilize teleconferencing only. The following provides information on how the public can participate in this meeting.

**How to watch the meeting from home:** The meeting may be accessed by using the following Zoom meeting link:

<https://zoom.us/j/97582877259?pwd=Q21jMkxlcw1VWStzRFIGY3doNVq2dz09>

**Public comments may be submitted:** via email to [personnel\\_board@ci.richmond.ca.us](mailto:personnel_board@ci.richmond.ca.us). Email must contain in the subject line **Public Comment**. The email must be submitted on or before Thursday, September 24, 2020, by 2:00 p.m.

**Public comment for an agenda item may be submitted by:** sending an email to [mailto:personnel\\_board@ci.richmond.ca.us](mailto:personnel_board@ci.richmond.ca.us) by 2:00 PM on Thursday, September 24, 2020. The email must contain in the subject line **Public Comment on Agenda item #**. The request must include the following:

- (a) Your Name
- (b) Your Phone Number
- (c) The Item for which you wish to make a Public Comment

Public comment is limited to two (2) minutes.

The City cannot guarantee that its network and/or the site will be uninterrupted.

**Record of all public comments:** All public comments will be considered a public record, put into the official meeting record, and considered before Personnel Board action. All public comments will be available after the meeting as supplemental materials and will be posted as an attachment to the meeting minutes when the minutes are posted.

**Accessibility for Individuals with Disabilities:** Upon request, the City will provide for written agenda materials in appropriate alternative formats, or disability related modification or accommodation, including auxiliary aids or services and sign language interpreters, to enable individuals with disabilities to participate in and provide comments at/related to public meetings. Please submit a request, including your name, phone number and/or email address, and a description of the modification, accommodation, auxiliary aid, service or alternative format requested at least two days before the meeting. Requests should be emailed to [personnel\\_board@ci.richmond.ca.us](mailto:personnel_board@ci.richmond.ca.us) or submitted by phone at 510-620-6588. Requests will be granted whenever possible and resolved in favor of accessibility.