

CITY OF RICHMOND, CA
HUMAN RESOURCES MANAGEMENT DEPARTMENT

**PERSONNEL BOARD
REGULAR MEETING**

**TELECONFERENCE VIA ZOOM
450 CIVIC CENTER PLAZA
RICHMOND, CA 94804**

**May 28, 2020
MINUTES**

The regular meeting was called to order by Chair Steve Early at 5:15 p.m. on May 28, 2020.

1. ROLL CALL

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

Absent: None

Meeting began with the introduction of Allison Picard, Interim Human Resources Director.

2. AGENDA REVIEW

- None

3. STATEMENT OF CONFLICT OF INTEREST

- None

4. APPROVAL OF MINUTES

SPEAKERS:

None

Board Member Pines made a motion to approve the minutes of February 27, 2020. Board Member Williams seconded the motion. Minutes were approved by the following vote: YEA: S. Early, M. Pines, M. Williams, K. Worthy. NAY: None.

5. PUBLIC COMMENT

SPEAKERS:

Cordell Hindler: email received and read:

Joey Schlemmer via phone call: introduced himself as a Richmond resident and retired City of Richmond employee and spoke on the recent deficit that went from 27 million to 29 million and requested that any decisions about creating new classifications is untimely and can possibly be deemed irresponsible by the bargaining unions. He urged that any approval be postponed until the budget has

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been accepted in a similar manner that the City Council did recently for another job classification.

a. **CONSENT AGENDA**

None

7. **NEW BUSINESS**

SPEAKERS:

C.A. Cardenas: email received and read for all items under New Business

Chair Steve Early inquired about the speaker's reference to a job classification presented to City Council and whether any of the job classifications being considered were one and the same. It was clarified that any position before City Council would have been vetted by Personnel Board previous to going to City Council or it was a position that did not necessitate the approval of the Personnel Board.

Ben Therriault: spoke on Human Resources Department and/or the City process of not dealing with the differentials pay and/or personnel matters on a one-on-one basis but instead have changed/created classifications and then promoted staff into those classifications particularly in IT. The City Council has not approved recent classifications on the agenda and Officer Therriault expects the same will happen with these classifications if presented to the City Council. It doesn't look good when there is the possibility of layoffs/staff reduction being considered yet the City is creating new classifications and promoting staff into these positions hence giving said staff a de facto rate and the main reason for opposition to creating these positions.

a. **APPROVAL** to create the new classification of Senior Resident Housing Manager (Richmond Housing Authority)

Sharrone Taylor, Principal Personnel Analyst, presented the new classification of Senior Resident Housing Manager for the Richmond Housing Authority. Nanette Beacham, Executive Director of Housing Authority was present to address any questions.

DISCUSSION: Analyst Taylor and Director Beacham answered inquires by the Personnel Board Members on the status of Richmond Housing Authority Nystrom Village and Nevin Plaza properties. The solicitation has ended and they are currently working with developers to establish a development deal to rehabilitate Nevin Plaza. An RFP is out for Nystrom Village and will close late June or July and they are currently seeking a developer.

The position being considered is a term position until the properties are privatized which will probably at a minimum be two years. The fact that the position is a term position will be noted in the job announcement. The Senior Resident Housing Manager classification requires more skills than the current Resident Housing Manager position. The properties

are revenue producing when occupied therefore it is in the best interest of the City to ensure vacancies are filled in a timely manner.

Director Beacham explained that the current vacant positions are one (1) Housing Manager with one (1) Resident Housing Manager. This classification is a reclass of the vacant Resident Housing Manager position to a Senior Housing Manager position. This new classification would provide a unit since the person would need to remain on sight to provide services.

Chair Early, in response to the public comment, asked what would be the consequences of postponing this position in reference to City budget. Director Beacham explained that the funding is from Department of Housing and Urban Development with the City of Richmond assisting to cover the deficit and employ staff. To receive the HUD subsidy, compliance must be maintained with some jobs being part of the compliance.

Chair Early made a motion to approve the new classification of Senior Resident Housing Manager (Richmond Housing Authority). Board Member Pines seconded the motion. Approval for the new classification of Senior Resident Housing Manager (Richmond Housing Authority) was rejected by the following vote: YEA: S. Early, M. Pines. NAY: K. Worthy. ABSENT: None. ABSTAIN: M. Williams.

SPEAKERS: None

b. **APPROVAL** to create the new classification of Closed-Circuit Television (CCTV) Specialist (Police Department)

Donna Newton, HR Personnel Officer, presented the new classification of Closed-Circuit Television Specialist (Police Department) to the Personnel Board along with Police Captain Louie Tirona.

DISCUSSION: In response to Personnel Board Members inquires, Ms. Newton explained that the positions were formerly held by retired officers on a part-time basis. This will be a permanent civilian position. Captain Tirona explained that since 2008 the CCTV cameras have been in place. They have not been monitored for six (6) months or so, with the exception of officers performing the duties while on light duty, which is not a long-term solution since the availability of light duty officers is not reliable. This position will not be filled for this fiscal year (FY 19/20) or next fiscal year (FY 20/21). Captain Tirona shared that he was not aware whether an ordinance for live surveillance equipment in the City of Richmond exist or not.

Ms. Worthy motioned to postpone the decision until an ordinance on the surveillance of citizens exists in the City of Richmond and is produced.

Senior Assistant City Attorney Bruce Soublet stated he was not aware of such an ordinance or any ordinance that would prevent surveillance or the use of cameras but the contract for purchase and installation of the surveillance cameras was reviewed and approved by the City Council

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Board Member Pines moved to wait on the decision.

In response to the Personnel Board Members questions about the budget concerns raised by public speakers, HR Interim Director Allison Picard informed the Personnel Board that the City Council has given instruction that differential pay be eliminated. These job classifications are being created to rectify the classifications to reflect the work being performed by employees and compensate accordingly by rolling the differential into the base pay.

Board Member Worthy requested that all these positions (on the agenda) be postponed until the budget is approved by the City Council to verify the positions are needed and can be afforded and cannot be consolidated with something else.

Ms. Picard continued to explain that these classifications, particularly in IT and the City Clerk's Office, are a correction to dated classifications to include duties that are currently being performed by staff for which compensation will discontinue when the differentials are removed as per the instructions of City Council. If this correction is not made, employees may be harmed. In response to the financial impact, there will be a small increase since it will be persable salary while the differentials were not persable. There will be a slight net increase due to the persable amount.

Ms. Picard also clarified the fact that the City Council sets salary while the Personnel Board reviews the classifications for content and not budget. The City Council will have the opportunity to review for budget impact of the classifications approved by the Personnel Board.

Mr. Soublet reiterated that the City Council has instructed staff to remove and correct the differentials being paid. The way to correct is to create a new classification that contains the skills and the differential will be rolled into the base salary and not harm current employees performing the duties.

Personnel Board Member Worthy motioned to postpone decision until the City Council ratifies the budget since there will be a net increase to the salaries.

Board Member Williams made a motion to approve the new classification of Closed-Circuit Television Specialist (Police Department). Board Member Pines seconded the motion. Approval for the new classification of Closed-Circuit Television Specialist (Police Department) was passed by the following vote: YEA: S. Early, M. Pines, M. Williams. NAY: K. Worthy. ABSENT: None. ABSTAIN: None

SPEAKERS:

Ben Therriault: disagreed with the conversation about whether the Personnel Board has prevue over salary. The ability to approve a classification involves salary. Individualized classifications are being created to circumvent the correct process of including the unions.

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- c. **APPROVAL** to create Network and Systems Security Officer (IT Department)
- d. **APPROVAL** to create Information Technology Manager (IT Department)
- e. **APPROVAL** to create Telecommunications Manager (IT Department)
- f. **APPROVAL** to create Cable Television Manager (IT Department)

Personnel Analyst I Kate Soiseth presented all four IT positions on the agenda with the assistance of IT Director Sue Hartman.

DISCUSSION: Director Hartman addressed the Personnel Board Members questions on lack of specific licenses and/or certifications as a requirement in the job classifications and explained that due to ever-evolving technology, specific named security systems can soon become outdated. Therefore the use of generalized language in the job classification avoids content rapidly becoming obsolete. Not specifying the security system within the job classification also maintains the security of the City by not publicly announcing the type of security system protecting the City systems. Analyst Soiseth explained that there is more flexibility when recruiting to fill a position by identifying specific desirable qualifications in the job announcement. The IT job classifications are a combination of several positions with updates to the roles and responsibilities that were not articulated in the former job classifications and are duties essential to IT. The formerly held positions will be abolished. Picard explained that it is a reclassification of the incumbent who is performing duties outside of their current job description and the new classification reflects these duties more accurately. Analyst Soiseth affirmed that the unions were consulted about the classifications and did not object to presenting to the Personnel Board.

Board Member Pines made a motion to approve the new classifications of Network and Systems Security Officer (IT Department), IT Manager (IT Department), Telecommunications Manager (IT Department), Cable Television Manager (IT Department). Chair Early seconded the motion. Approval for the new classifications of Network and Systems Security Officer (IT Department), IT Manager (IT Department), Telecommunications Manager (IT Department), Cable Television Manager (IT Department) was passed by the following vote: YEA: S. Early, M. Pines, M. Williams. NAY: K. Worthy. ABSENT: None. ABSTAIN: None

SPEAKERS: Cordell Hindler: email received and read

- d. **APPROVAL** to revise Assistant City Clerk to Deputy City Clerk (City Clerk's Office)

Personnel Analyst I Kate Soiseth presented the revision from Deputy City Clerk to Assistant City Clerk (City Clerk's Office). City Clerk Pamela Christian was available to answer questions on the job classification.

Board Member Pines made a motion to approve the revise the classification of Assistant City Clerk to Deputy City Clerk (City Clerk's Office). Chair Early seconded the motion. Approval for the revised classification of Assistant City Clerk to Deputy City Clerk (City Clerk's Office) was passed by the following vote: YEA: S. Early, M. Pines, M. Williams. NAY: K. Worthy. ABSENT: None. ABSTAIN: None

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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 6:28 p.m.

Dorothy Mandujano

From: Cordell Hindler
Sent: Friday, May 22, 2020 8:25 PM
To: Personnel Board
Subject: public comments

hello Dorothy, i have some comments for the Board's consideration

1. Approval to Create the new classification Of Administrative Secretary { Library & Community Services Department}
2. Approval to Create the new Classification Of Assistant Public Works Director { Public Works Department}
3. Consider the Idea to plan a Board Retreat and to Discuss the Logistics

Sincerely
Cordell

Dorothy Mandujano

From: Cheryl Cardenas
Sent: Thursday, May 28, 2020 1:24 PM
To: Personnel Board
Subject: Agenda Items : #7-a through #7-g

Good Afternoon Board members;

I will keep my comments/concerns short & to the point. On today's agenda, a listing of 6 newly created positions & 1 revised position is under review. I would suggest that these ALL be placed on hold for review until AFTER the City Budget has been finalized. A point of reference is the fact that on Tuesday the City Council voted to hold off on the decision to create a new job that may be nothing more than a correction on current staff's job duties and related pay. The reason behind this vote to hold off on approving the new position is that it appears illogical to create a new position on one hand while considering lay-offs, freezing jobs and other cuts to personnel that affect the budget on the other hand.

I respectfully request that this panel follow suit & postpone the creation of any new positions while the City of Richmond is struggling to balance the budget.

Thank you for your time and consideration.

Be healthy & safe,

C. A. Cardenas
City of Richmond resident

Sent from my iPhone

Dorothy Mandujano

From: Cordell Hindler
Sent: Friday, May 22, 2020 8:39 PM
To: Personnel Board
Subject: New Business

hello Dorothy, the Reason that i am in support of 7.g, is because i have been in conversation with Miss Pamela, and i had explain to her the importance of having a Deputy City Clerk, because the City of Berkeley has a number of Assistant and Deputy City Clerks

Sincerely
Cordell