

CITY OF RICHMOND, CA
HUMAN RESOURCES MANAGEMENT DEPARTMENT

**PERSONNEL BOARD
REGULAR MEETING**

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

**October 22, 2020
MINUTES**

The regular meeting was called to order by Chair Steve Early at 5:17 p.m. on October 22, 2020.

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

Before the approval of minutes, a moment was taken to introduce and welcome the new Human Resources Director and Secretary to the Personnel Board Anil Comelo.

4. APPROVAL OF MINUTES

SPEAKERS:

None

Board Member Williams made a motion to approve the minutes of May 28, 2020. Board Member Pines seconded the motion. Minutes were approved by the following vote:

YEA: S. Early, M. Pines, M. Williams. NAY: None. ABSENT: K. Worthy.

5. PUBLIC COMMENT

SPEAKERS:

Cordell Hindler: email received and read (see attached).

a. CONSENT AGENDA

None

Senior Assistant City Attorney Bruce Soublet requested that Secretary Anil Comelo introduce himself to the Personnel Board Members and speak on his background. Personnel Board Members introduced themselves and welcomed Anil Comelo to the

Audio recordings of Personnel Board Meetings are available at:

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

Personnel board..

7. NEW BUSINESS

SPEAKERS:

Cordell Hindler: email received and read (see attached)

- a. **APPROVAL** to create the new classification of Human Resources Manager in the Human Resources Department

Allison Picard, Project Manager and former Interim Human Resources Director, presented the new classification of Human Resources Manager.

DISCUSSION:

Ms. Picard explained the reorganization of the Human Resources Department as described in the Staff Report and the recommendation to create the Human Resources Manager classification. Ms. Picard noted that both the Executive Management union and IFPTE Local 21 had reviewed and did not object.

Board Member Pines made a motion to approve the new classification of Human Resources Manager. Board Member Williams seconded the motion. Approval for the new classification of Human Resources Manager was approved by the following vote: YEA: S. Early, M. Pines, M. Williams. NAY: None. ABSENT: K. Worthy.

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 5:41 p.m.

From: [Cordell Hindler](#)
To: [Personnel Board](#)
Subject: PUBLIC COMMENT
Date: Tuesday, October 20, 2020 10:30:59 PM

good evening Chair Early, Board Members and city staff, i have a couple of comments to go into the Record

1. APPROVAL to Create the New Classification of ASSISTANT TO THE MAYOR { Mayor's Office}
2. APPROVAL to Create the New Classification of NEIGHBORHOOD SERVICES LIAISON { Library and Community services Department}

the reason that i am bringing the positions forward is because i had spoken with Mr Whitmore and he agrees that there should be another position to help plan Banquets and Meetings.

Also i had Spoken with a Staff Member and she has Explained to me that the Neighborhood Services division is under the Umbrella in the City Managers Office in Berkeley

sincerely
Cordell

From: [Cordell Hindler](#)
To: [Personnel Board](#)
Subject: 7. A New Business
Date: Tuesday, October 20, 2020 10:42:41 PM

good evening Chair Early, Board members and City Staff, i have a concern in regarding the Human Resources Manager, i had a Conversation with the Assistant City Manager for SAN PABLO, and she explained to me that the person that was the HR Manager she had left the city and until recently when they had hired a new HR Manager, i am enclosing the salary to get a sense on how much it is

10,413 64.08 10,933 67.28 11,480 70.65 12,054 74.18 12,657 77.89

sincerely
Cordell