

PERSONNEL BOARD

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

REGULAR MEETING
Thursday, January 28, 2021

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 December 16, 2020
5. PUBLIC COMMENT
6. CONSENT AGENDA
 - 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

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 Soublet, 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/92983598576?pwd=U3F2MlVtdzBPZHR0QkIMOS90eHZoUT09>

Public comments may be submitted: via email to personnel_board@ci.richmond.ca.us. Email must contain in the subject line **Public Comment**. The email must be submitted on or before Thursday, January 28, 2021 by 12:00 Noon.

Public comment for an agenda item may be submitted by: sending an email to mailto:personnel_board@ci.richmond.ca.us by 12:00 Noon on Thursday, January 28, 2021. 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 or submitted by phone at 510-620-6588. Requests will be granted whenever possible and resolved in favor of accessibility.

CITY OF RICHMOND, CA
HUMAN RESOURCES MANAGEMENT DEPARTMENT

**PERSONNEL BOARD
REGULAR MEETING**

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

**December 16, 2020
MINUTES**

The regular meeting was called to order by Chair Steve Early at 5:23 p.m. on December 16, 2020.

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

- a. Regular Meeting of May 28, 2020 (resubmitting for approval due to error discovered after October 22, 2020 Personnel Board approval)

SPEAKERS:

None

Board Member Pines made a motion to approve the minutes of May 28, 2020. Chair Early seconded the motion. May 28, 2020 Minutes were approved by the following vote: YEA: S. Early, M. Pines, K. Worthy. NAY: None. ABSENT: M. Williams. ABSTAIN: None.

- a. Regular Meeting of October 22, 2020

Chair Early made a motion to approve the minutes of October 22, 2020. Board Member Pines seconded the motion. Minutes were approved by the following vote: YEA: S. Early, M. Pines, K. Worthy. NAY: None. ABSENT: M. Williams. ABSTAIN: None.

5. PUBLIC COMMENT

SPEAKERS:

Cordell Hindler: email received and read.

Audio recordings of Personnel Board Meetings are available at:

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

6. **CONSENT AGENDA**

None

7. **NEW BUSINESS**

SPEAKERS:

Cordell Hindler: email received and read.

- a. APPROVAL to revise the existing classification of Payroll Supervisor (Finance Department)

Sharrone Taylor, Principal Personnel Analyst, presented the revision of the existing classification of Payroll Supervisor for the Finance Department. Accounting Manager Delmy Cuellar was present to answer questions.

DISCUSSION: Analyst Taylor presented the Payroll Supervisor and explained the changes to the existing Payroll Supervisor job classification to meet industry standards in order to aid in the recruitment of a qualifying person to fill the vacant position.

Board Member Pines inquired about the various number of years required in experience between the comparable cities. Analyst Taylor explained the change allowing a combination of experience and education gives more flexibility in meeting the requirements.

Personnel Board Secretary Comelo explained that the changes will hopefully assist in attracting a larger qualified pool.

Board Members Pines and Worthy both agreed with the removal of extraneous certifications from the job specification.

Board Member Pines made a motion to approve the revision of the Payroll Supervisor classification (Finance Department). Chair Early seconded the motion. Approval for the revised classification of Payroll Supervisor (Finance Department) was passed by the following vote: YEA: S. Early, M. Pines, K. Worthy. NAY: None. ABSENT: M. Williams. ABSTAIN: None.

8. **UNFINISHED/OLD BUSINESS**

- None

9. **REVIEW AND/OR ISSUANCE OF SUBPOENA(S)**

- None

10. **CONSIDERATION OF PROBLEMS AND REPORTS**

- None

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11. **ADJOURNMENT**

Meeting adjourned at approximately 5:35 p.m.

From: [Cordell Hindler](#)
To: [Personnel Board](#)
Subject: PUBLIC COMMENT
Date: Friday, December 11, 2020 8:14:30 PM

good evening Chair Early, board members and city staff, i have some items for consideration to be placed on a future agenda

1. APPROVAL to Revise the existing classification of NEIGHBORHOOD SERVICES LIAISON library and community services department
- 2, APPROVAL to Revise the existing classification of Deputy Director of Public Works, Public Works Department
3. Review the Proposed Salary for NEIGHBORHOOD SERVICES LIAISON \$6,670 \$6,994 \$7,323 \$7,684 \$8,056

sincerely
Cordell

From: [Cordell Hindler](#)
To: [Personnel Board](#)
Subject: New Business 7. a
Date: Monday, December 14, 2020 9:03:30 PM

good evening Chair Early, board members and city staff, i have reviewed the proposed classification for the payroll supervisor, and i am impressed with the language change. so i am asking that the board approve it

sincerely
Cordell