

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

Audio recordings of Personnel Board Meetings are available at:
<http://www.ci.richmond.ca.us/index.aspx?NID=1090>

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