

PERSONNEL BOARD

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

REGULAR MEETING
Thursday, July 22, 2021

5:15 p.m.

ALL BOARDMEMBERS WILL PARTICIPATE VIA VIDEO OR TELECONFERENCE



AGENDA

Personnel Board Members

Chair: Steve Early
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 27, 2021
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

CANCELLED

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 Laura Marquez, ADA Coordinator at ADACoordinator@ci.richmond.ca.us or (510) 620-6974 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 provide updated coronavirus information.

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

and

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

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/93768251808?pwd=bDZkdUk5aUk5ZDZScU5lTGZlc2Vpdz09>

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, July 22, 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, July 22, 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 the 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**

**May 27,2021
MINUTES**

The regular meeting was called to order by Chair Steve Early at 5:15 p.m. on May 27, 2021.

1. ROLL CALL

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

Absent: Mindy Pines, Board Member

2. AGENDA REVIEW

- None

3. STATEMENT OF CONFLICT OF INTEREST

- None

4. APPROVAL OF MINUTES

- a. Regular Meeting of December 16, 2020

SPEAKERS:

None

Board Member Williams made a motion to approve the minutes of December 16, 2020. Chair Early seconded the motion. Minutes were approved by the following vote: YEA: S. Early, M. Williams, K. Worthy. NAY: None. ABSENT: M. Pines. ABSTAIN: None.

5. PUBLIC COMMENT

SPEAKERS:

Cordell Hindler: email received and read.

a. CONSENT AGENDA

None

7. NEW BUSINESS

SPEAKERS:

Audio recordings of Personnel Board Meetings are available at:

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

Cordell Hindler: email received and read

- a. **APPROVAL** to create the new classification of Senior Resident Housing Manager

Interim Human Resources Manager Sharrone Taylor presented the proposed new classification of Senior Resident Housing Manager. Executive Director Housing Authority Nannette Beachman and Public Works Facilities Maintenance Superintendent Jose Urquilla were present to answer questions.

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

- b. **APPROVAL** to revise and retitle the existing classification of Emergency Preparedness Assistant to Emergency Services Analyst (Fire Department)

Interim Human Resources Manager Sharrone Taylor presented the proposed revision and retitle of Emergency Preparedness Assistant to Emergency Services Analyst. Interim Chief Michael Smith and Emergency Services Manager Genevieve Pastor-Cohen were present to answer questions.

Chair Early made a motion to approve the revision and retitle of the existing classification of Emergency Preparedness Assistant to Emergency Services Analyst (Fire Department). Board Member Worthy seconded the motion. Approval for the revision and retitle of the existing classification of Emergency Preparedness Assistant to Emergency Services Analyst (Fire Department) was passed by the following vote: YEA: S. Early, M. Williams, K. Worthy. NAY: None. ABSENT: M. Pines. ABSTAIN: None.

- c. **APPROVAL** to revise/retitle the classification specification for Housing Director

Interim Human Resources Manager Sharrone Taylor presented the proposed revision and retitle of Housing Director. Community Development Director Lina Velasco was present to answer questions.

Interim Human Resources Manager Sharrone Taylor noted that a few typographical errors were discovered in the proposed Housing Director job specification that was included in the agenda packet. The corrected Housing Director job classification along with a markup version reflecting the corrections will be sent first thing the next morning to the Personnel Board Members by Administrative Services Analyst Dorothy Mandujano.

Chair Early made a motion to approve the revision/retitle of the existing classification specification for Housing Director. Board Member Williams seconded the motion.

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Approval for the revision/retitle of the existing classification specification for Housing Director was passed pending corrections of typographical errors by the following vote: YEA: S. Early, M. Williams. NAY: K. Worthy. ABSENT: M. Pines. ABSTAIN: None.

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 5:40 p.m.

Dorothy Mandujano

From: Cordell Hindler
Sent: Tuesday, May 25, 2021 12:04 PM
To: Personnel Board
Subject: Public Comment 7.c New Business

good evening Chair Early, Board Members and city staff, I am in full support of the idea of Revising the Housing Director Classification and I hope that the board will approve it as well

Sincerely
Cordell

Dorothy Mandujano

From: Cordell Hindler
Sent: Tuesday, May 25, 2021 11:54 AM
To: Personnel Board
Subject: Public Comment

good Evening, Chair Early, Board Members and City Staff, I have a couple of Items to Place on for the June or July Agenda

1. APPROVAL to Create the new classification of CAPITAL PROJECTS MANAGER [Public WORKS Department]
2. APPROVAL to Revise the existing classification of ASSISTANT TO THE MAYOR [Mayor's Office]

I had a Conversation with MR Leach at the beginning of May, and I did explain the reasoning of having a Capital Projects Manager on board to handle the support staff.

Also I had spoken with MR Whitmore and he is in favor of the idea of having an Assistant on board to do the support work

Sincerely
Cordell