

CITY OF RICHMOND, CA
HUMAN RESOURCES MANAGEMENT DEPARTMENT

**PERSONNEL BOARD
REGULAR MEETING**

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

**September 23, 2021
MINUTES**

The regular meeting was called to order by Chair Steve Early at 5:15 p.m. on September 23, 2021.

1. ROLL CALL

Present: McKinley Williams, Board Member
Mindy Pines, Board Member
Kyra Worthy, Board Member

Absent: Steve Early, Chair

Introduction to Marc Fox, Interim Human Resources Director and Secretary to the Personnel Board

Marc Fox shared his professional history of 29.5 years working in Human Resources for public agencies and expressed his pleasure to work with the City of Richmond Personnel Board during his temporary appointment while Anil Comelo is working on an interim assignment.

2. AGENDA REVIEW

- None

3. STATEMENT OF CONFLICT OF INTEREST

- None

4. APPROVAL OF MINUTES

- a. Regular Meeting of May 27, 2021

SPEAKERS:

None

DISCUSSION: Initially, Board Member Pines abstained from voting on the May 27, 2021 minutes since she was not in attendance at the May meeting. After Secretary Marc Fox inquired of Senior Assistant City Attorney Bruce Soublet on whether Board Member Pines could vote to approve the minutes under said circumstances. Since a majority of the board was not in attendance, the minutes cannot be approved without her vote. Mr. Soublet opined that she could cast a vote.

Board Member Pines changed her abstain to a vote of approval.

Audio recordings of Personnel Board Meetings are available at:

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

Board Member Williams made a motion to approve the minutes of May 27, 2021. Board Member Worthy seconded the motion. Minutes were approved by the following vote: YEA: M. Pines, M. Williams, K. Worthy. NAY: None. ABSENT: S. Early. ABSTAIN: None.

5. PUBLIC COMMENT

SPEAKERS:

Cordell Hindler: email received and read

6. CONSENT AGENDA

None

7. NEW BUSINESS

SPEAKERS:

Cordell Hindler: email received and read

- a. **RECEIVE AND APPROVE** The annual report of the Classified Service for calendar year 2020 as fulfillment of the requirement for the Personnel Board to submit an annual report to the Council.

Secretary Marc Fox introduced Human Resources Manager Teresa Fairbanks to present.

Human Resources Manager Teresa Fairbanks explained and presented the 2020 Annual Report as per the requirement set by City of Richmond Charter Article XIII, Section 8 (k) for submittal to Council.

Board Member Pines made a motion to approve the Annual Report of the Classified Service for calendar year 2020 for submittal to the Council. Board Member Worthy seconded the motion. Approval of the Annual Report of the Classified Service for calendar year 2020 for submittal to the Council was passed by the following vote: YEA: M. Pines, M. Williams, K. Worthy. NAY: None. ABSENT: S. Early. ABSTAIN: None

- b. **DISCUSS AND APPROVE** procedures for annual election of Chair and Vice Chair

SPEAKERS:

Cordell Hindler: email received and read

Secretary Marc Fox introduced Principal Personnel Analyst Catherine Selkirk to present.

After reviewing the City Charter and Personnel Rules, the election of Personnel Board Chair and Vice Chair on a regular basis is not defined. Past practice has been inconsistent.

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Both Principal Personnel Analyst Catherine Selkirk and Secretary Marc Fox recommended the approval for election procedures on an annual basis beginning the first meeting of each calendar year.

Board Member Williams made a motion to approve procedures for annual election of Chair and Vice Chair. Board Member Pines seconded the motion. Approval of procedures for annual election of Chair and Vice Chair was passed by the following vote: YEA: M. Pines, M. Williams, K. Worthy. NAY: None. ABSENT: S. Early. ABSTAIN: None.

SPEAKERS:

Cordell Hindler: email received and read

- c. **APPROVAL** to revise the classification of Senior Business Assistance Officer (Economic Development)

Secretary Marc Fox introduced Principal Personnel Analyst Sharrone Taylor to present revised job classification Senior Business Assistance Officer and Deputy City Manager Kinshasa Curl was present for any questions.

Principal Personnel Analyst Sharrone Taylor spoke on the importance of this position to the Economic Development Department. The position will be dedicated to implementing the Council Small Business Report initiative with efforts to provide additional support and outreach for small businesses. Secretary Marc Fox noted that the revision was presented to IFPTE Local 21 as the bargaining union representing this position and no opposition was received.

Board Member Williams made a motion to approve the revision of the existing classification of Senior Business Assistance Officer (Economic Development). Board Member Pines seconded the motion. Approval of the existing classification of Senior Business Assistance Officer (Economic Development) was passed by the following vote: YEA: M. Pines, M. Williams. K. Worthy. NAY: None. ABSENT: S. Early. 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**

Board Member Williams made a motion to adjourn the meeting. Board Member Pines

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seconded the motion. Approval to adjourn was passed by the following vote: YEA: M. Pines, M. Williams. K. Worthy. NAY: None. ABSENT: S. Early. ABSTAIN: None.
Meeting adjourned at approximately 5:37 p.m.

Dorothy Mandujano

From: Cordell Hindler
Sent: Friday, September 17, 2021 5:13 PM
To: Personnel Board
Subject: Public Comments

This email originated from outside of the City's email system. Do not open links or attachments from untrusted sources.

good Evening Chair Early, Board Members and city staff, I have a couple of Items for placement on a future Agenda:

1. Approval to Revise the classification of Chief of Staff { City Manager's Office}
2. Approval to Revise the classification of Neighborhood Services - Liaison { Library & Community Services }

I had a conversation with Bill Lindsay back in 2014 and I had mentioned to him the idea on why these positions would benefit the city

Sincerely
Cordell

Dorothy Mandujano

From: Cordell Hindler
Sent: Friday, September 17, 2021 5:21 PM
To: Personnel Board
Subject: Public Comment 7. a

This email originated from outside of the City's email system. Do not open links or attachments from untrusted sources.

good evening, Chair Early, Board members and city Staff, I like the Report that staff has prepared, I am asking the Board to Approve the report so staff can submit it to city council

Sincerely
Cordell

Dorothy Mandujano

From: Cordell Hindler
Sent: Friday, September 17, 2021 5:25 PM
To: Personnel Board
Subject: Public Comment 7.b New Business

This email originated from outside of the City's email system. Do not open links or attachments from untrusted sources.

good evening Chair Early, board members and city staff, I am asking that the board to approve the procedures for Chair and Vice Chair

Sincerely
Cordell

Dorothy Mandujano

From: Cordell Hindler
Sent: Friday, September 17, 2021 5:33 PM
To: Personnel Board
Subject: Public Comment 7.c New Business

This email originated from outside of the City's email system. Do not open links or attachments from untrusted sources.

good Evening Chair Early, Board Members and City Staff, I have reviewed the Proposed classification of SENIOR BUSINESS ASSISTANCE OFFICER and I like the changes to the language

so I am asking the board to approve the position as presented

Sincerely
Cordell