

PERSONNEL BOARD

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



REGULAR MEETING
Thursday, January 27, 2022
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 December 15, 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
 - a. I.A.F.F. Local 188 Grievance Appeal Hearing open to the public to follow immediately after adjournment of Regular Meeting
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 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=bDVyVkpEUXZiRjZDSE9EaTVhc2VPdz09>

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 27, 2022 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 27, 2022. 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 15, 2021
MINUTES**

The regular meeting was called to order by Chair Steve Early at 5:19 p.m. on December 15, 2021.

1. ROLL CALL

Present: Steve Early, Chair
Mindy Pines, Board Member
Kyra Worthy, Board Member

Absent: McKinley Williams, Board Member

Senior Assistant City Attorney Bruce Soublet announced his upcoming retirement and introduced Deputy City Attorney II Jaclyn Gross.

2. AGENDA REVIEW

- None

3. STATEMENT OF CONFLICT OF INTEREST

- None

4. APPROVAL OF MINUTES

- a. Regular Meeting of September 23, 2021

SPEAKERS:

None

Board Member Pines made a motion to approve the minutes of September 23, 2021. Chair Early 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

6. CONSENT AGENDA

None

Audio recordings of Personnel Board Meetings are available at:

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

7. NEW BUSINESS

SPEAKERS:

Cordell Hindler: email received and read

- a. **ACCEPT** the Personnel Board regular meeting calendar for 2022

Chair Early made a motion to accept the Personnel Board regular meeting calendar for 2022. Board Member Pines seconded the motion. Calendar was accepted by the following vote: YEA: M. Pines, S. Early, K. Worthy. NAY: None. ABSENT: M. Williams. ABSTAIN: None

- b. **CONSIDER** the scheduling of a Personnel Board Hearing on an appeal of a grievance alleging violation of a collective bargaining agreement (“Employee M”)

SPEAKERS:

Cordell Hindler: email received and read

DISCUSSION: Interim Deputy City Manager Anil Comelo recommended January 27 Personnel Board to hear the grievance by “Employee M”

Mr. Comelo accepted the direction of the Personnel Board members to hear the grievance appeal on January 27th.

SPEAKERS:

Cordell Hindler: email received and read

- c. **CONSIDER** the scheduling of a Personnel Board Hearing on an appeal of a grievance alleging violation of a collective bargaining agreement (RPOA)

DISCUSSION: Interim Deputy City Manager Anil Comelo recommended February 24 Personnel Board to hear the RPOA grievance

Representative Zach Lopes mentioned that there will be witnesses during the hearing and asked for clarification on the process from Mr. Soubllet including the issuance of subpoenas. Hearing will be via Zoom. Mr. Lopes requested a court reporter for the hearing. Mr. Comelo offered no objections to the presence of a court reporter and agreed to split the cost.

Mr. Lopes asked that the Personnel Board consider amending the hearing procedures from post hearing deliberation and delivery of an oral decision to the process akin to an administrative hearing by setting a deadline for post hearing briefs by the RPOA and the City allowing the Personnel Board members to consider evidence and issue a written

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decision.

Mr. Soublet agreed to take under consideration the request and inform Mr. Lopes next week.

Chair Early asked the Personnel Board members their opinion on the change from past practice hearing procedures. Chair Early noted his approval. Board Member Worthy inquired about the change in procedures and grievance background. Mr. Lopes explained that the Personnel Board members would have the opportunity to review evidence and the testimony of witnesses in an organized manner before issuing a decision. Mr. Lopes noted the hearing is on contract interpretation – me too clause. Board Member Pines offered no objection to the change in procedures.

Chair Early noted that this would be a change for this particular hearing and not a change to the process for future hearings.

RPOA President Ben Therriault spoke on the projected efficiency of conducting the hearing in the suggested manner.

Mr. Comelo accepted the direction of the Personnel Board members to hear the grievance appeal on February 24.

- d. **APPROVE** amendments to the Police Lieutenant and Police Captain classification specifications

SPEAKERS:

Cordell Hindler: email received and read

Cordell Hindler: stated his approval on this item.

Ben Therriault: expressed how the changes to these classifications move the professionalism of the department in the right direction. Encouraged the Personnel Board members to reach out to the City Council members to advocate, in light of the current staffing shortage city wide, the value of highly trained employees along with an understanding of the unique labor relationship.

Interim Deputy City Manager Comelo presented the item.

DISCUSSION: Board member Pines inquired on the open-endedness of qualifying degree.

Chair Early made a motion to approve the amendments to Police Lieutenant and Police Captain classification specifications. Board Member Pines seconded the motion. Amendments to Police Lieutenant and Police Captain classification specifications were approved by the following vote: YEA: S. Early, M. Pines, K. Worthy. NAY: None.

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ABSENT: M. Williams. ABSTAIN: None.

- e. **APPROVE** the new classification of Office of Neighborhood Safety Field Coordinator

SPEAKERS:

Cordell Hindler: email received and read

Cordell Hindler: stated his approval on this item.

Principal Personnel Analyst Sharrone Taylor presented the item and ONS Program Manager Sam Vaughn was in attendance to answer any questions.

Chair Early made a motion to approve the new classification of Office of Neighborhood Safety Field Coordinator. Board Member Worthy seconded the motion. New classification of Office of Neighborhood Safety Field Coordinator was approved 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

11. **ADJOURNMENT**

Meeting adjourned at approximately 5:58 p.m.

Dorothy Mandujano

From: Cordell Hindler
Sent: Friday, December 10, 2021 2:14 PM
To: Personnel Board
Subject: Public Comment

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 staff, I have a couple of items for a future Agenda

1. Approval to revise the classification of Secretary to the Mayor - { Mayor's Office}
2. Approval to revise the classification of Chief of Staff - City Manager's Office

I had a conversation with the previous chief of staff and he was in favor of adding this position to help with the clerical work.

sincerely
Cordell

Dorothy Mandujano

From: Cordell Hindler
Sent: Friday, December 10, 2021 2:19 PM
To: Personnel Board
Subject: Public Comment 7.a 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 staff, I am asking that the board to Accept the meeting calendar as prepared by staff?

Sincerely
Cordell

Dorothy Mandujano

From: Cordell Hindler
Sent: Friday, December 10, 2021 2:29 PM
To: Personnel Board
Subject: Public Comments 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 staff, I do have some comments related to 7.b

I would schedule the Grievance hearing for a later time so that the employee or her representative can provide a list of witnesses to testify

for E.G, the former employee that work in finance had to put together a list of people to testify

sincerely
Cordell

Dorothy Mandujano

From: Cordell Hindler
Sent: Friday, December 10, 2021 2:34 PM
To: Personnel Board
Subject: Public Comments 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 staff, I am requesting that the board to schedule the hearing for the February 24 2022 after the regular meeting

Sincerely
Cordell

Dorothy Mandujano

From: Cordell Hindler
Sent: Friday, December 10, 2021 2:39 PM
To: Personnel Board
Subject: Public Comments 7.d 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 Staff, I have reviewed the changes in the police lieutenant and police captain classifications.

and It looks fantastic, I am asking that the board to approve the amendments as presented by staff

Sincerely
Cordell

Dorothy Mandujano

From: Cordell Hindler
Sent: Friday, December 10, 2021 2:48 PM
To: Personnel Board
Subject: public comments 7.e 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 staff, I have review the Proposed Office of Neighborhood safety Field coordinator and I do like the job spec, and I am requesting that the board will approve the spec

Sincerely
Cordell