

**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 27<sup>th</sup>.

### **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**

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**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**

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**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**

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**From:** Cordell Hindler  
**Sent:** Friday, December 10, 2021 2:29 PM  
**To:** Personnel Board  
**Subject:** Public Comments 7.b New business

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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**

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**From:** Cordell Hindler  
**Sent:** Friday, December 10, 2021 2:34 PM  
**To:** Personnel Board  
**Subject:** Public Comments 7.c New business

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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**

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**From:** Cordell Hindler  
**Sent:** Friday, December 10, 2021 2:39 PM  
**To:** Personnel Board  
**Subject:** Public Comments 7.d New Business

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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**

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**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