

**CITY OF RICHMOND, CA**  
**HUMAN RESOURCES MANAGEMENT DEPARTMENT**

**PERSONNEL BOARD**  
**REGULAR MEETING**

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

**April 28, 2022**  
**MINUTES**

The regular meeting was called to order by Chair Steve Early at 5:20 p.m. on April 28, 2022.

**1. ROLL CALL**

Present: Steve Early, Chair  
Vernetta Buckner, Board Member  
Mindy Pines, Board Member  
McKinley Williams, Board Member  
Kyra Worthy, Board Member

Absent: Larry Wirsig, Board Member

**2. AGENDA REVIEW**

The court reporter for item 10. CONSIDERATION OF PROBLEMS AND REPORTS: RPOA Grievance continued from February 24, 2022, is expected but may be late. If so, it is recommended, to be determined upon court reporter time of arrival, that item 12. CLOSED SESSION: Public Employee Discipline/Grievance (Gov. Code § 54957): Deliberation of Employee Martin grievance hearing, be moved prior to item 10. RPOA Grievance Appeal Hearing continued from February 24, 2022.

**3. STATEMENT OF CONFLICT OF INTEREST**

- None

**4. APPROVAL OF MINUTES**

- Regular Meeting of February 24, 2022.

**SPEAKERS:**

- None

Board Member Pines made a motion to approve the minutes of February 24, 2022. Chair Early seconded the motion. Minutes were approved by the following vote: YEA: S. Early, M. Pines, K. Worthy. NAY: None. ABSENT: L. Wirsig. ABSTAIN: V. Buckner.

***Audio recordings of Personnel Board Meetings are available at:***

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

5. **PUBLIC COMMENT**

**SPEAKERS:**

Cordell Hindler: email received and read

6. **CONSENT AGENDA**

- None

7. **NEW BUSINESS**

Public Comment for this item moved to post presentation of the following item as per Sr. Assistant City Attorney Annuitant Bruce Soublet.

- a. **APPROVE** the revisions to the Employment Program Manager job specification

Principal Personnel Analyst Catherine Selkirk presented the job specification Employment Program Manager revisions in preparation for an upcoming recruitment. Primarily updating outdated language.

An error in spelling was found in job specification post publishing Personnel Board agenda: tacking should read tracking (found on page 2, #8: Develops and oversees program ~~tacking~~ tracking...) Adoption of job specification Employment Program Manager pending said correction.

**SPEAKERS:**

Cordell Hindler: As a resident of Richmond, Cordell stated agreement with job specification updates and encouraged approval by Personnel Board Members.

Board Member Pines made a motion to approve the revision to the Employment Program Manager job specification. Chair Early seconded the motion. Revision to the Employment Program Manager were approved by the following vote: YEA: S. Early, V. Buckner, M. Pines, K. Worthy. NAY: None. ABSENT: L. Wirsig. ABSTAIN: None.

8. **UNFINISHED/OLD BUSINESS**

9. **REVIEW AND/OR ISSUANCE OF SUBPOENA(S)**

- None

11. **PUBLIC COMMENT PRIOR TO CLOSE SESSION**

- None

12. **CLOSE SESSION – Moved as per Agenda Review**

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

- a. Deliberation of Employee Martin grievance hearing

Closed Session deliberation regarding Public Employee Discipline/Grievance (Gov. Code § 54957) commenced at approximately 5:30 p.m. via another Zoom link with attendees Chair Early, Board Members M. Pines, K. Worthy and Sr. Assistant City Attorney Annuitant Bruce Soublet.

13. **REPORT ON CLOSED SESSION ACTIONS, IF APPLICABLE**

Closed Session deliberation decision announced by Sr. Assistant City Attorney Annuitant Bruce Soublet. The Personnel Board Members voted 2-1, with Chair Early and Board Member Pines voting in favor of the City of Richmond; Board Member Worthy voted in favor of grievant. Since the grievant, employee Martin, bore the burden of proof, the grievance is denied. Findings will be prepared in writing, signed, and issued by the Personnel Board.

Awaiting arrival of court reporter – Break was taken.

10. **CONSIDERATION OF PROBLEMS AND REPORTS**

- a. RPOA Grievance Appeal Hearing continued from February 24, 2022

Grievance Hearing begins at 6:08 p.m.

Counsel Pam Lee reminded all that the hearing is an evidentiary hearing quasi-judicial and to refrain from using the Zoom chat feature, which is not part of the recording, in order to preserve evidence and facts presented.

After hearing witness testimony, discussion ensued on the submittal of post hearing briefs. It was agreed that the City of Richmond and the RPOA grievant would each submit their post hearing brief to Dorothy Mandujano in Human Resources Department on a straight hearing schedule at 45 days without rebuttal.

First business day at 45 days from hearing is Monday, June 13, 2022.

14. **ADJOURNMENT**

Meeting adjourned at approximately 8:32 p.m.

## **Dorothy Mandujano**

---

**From:** Cordell Hindler  
**Sent:** Friday, April 22, 2022 4:18 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 Staff, I have a couple of items to place on the May 26th Agenda:

1. Approval to Retitle Accounting Manager to Deputy Director of Finance { Finance Department}
2. Approval to Revise the Existing Classification of Chief of Staff - Office of the City Manager

I had a Conversation with the Finance Director and she agrees that this position is Needed.

Sincerely  
Cordell