

CITY OF RICHMOND, CA
HUMAN RESOURCES MANAGEMENT DEPARTMENT

**PERSONNEL BOARD
REGULAR MEETING**

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

**July 28, 2022
MINUTES**

The regular meeting was called to order by Chair Larry Wirsig at approximately 5:15 p.m. on July 28, 2022.

1. ROLL CALL

Present: Vernetta Buckner, Board Member
Larry Wirsig, Board Member
Kyra Worthy, Board Member

Absent: Mindy Pines, Board Member

Human Resources Manager Teresa Fairbanks served as secretary to the Personnel Board during this meeting.

Senior Assistant City Attorney Bruce Soublet introduced Counsel Pam Lee who is taking the role as advisor to the Personnel Board. Mr. Soublet and/or Deputy City Attorney II Jaclyn Gross will provide legal advice to Human Resources up to the point of the issue arriving go the Personnel Board to avoid a conflict of interest.

Counsel Pam Lee offered her services and assistance to the Personnel Board Members when needed.

2. AGENDA REVIEW

Item under New Business – Approve the revision/retitle of Payroll Supervisor to Payroll Manager has been pulled from the agenda and will be placed for approval on a future agenda.

3. STATEMENT OF CONFLICT OF INTEREST

- None

4. APPROVAL OF MINUTES

- a. Regular Meeting of June 23, 2022.

SPEAKERS:

- None

Chair Wirsig made a motion to approve the minutes of June 23, 2022. Board Member Buckner seconded the motion. Minutes were approved by the following vote: YEA: V. Buckner, L.

Audio recordings of Personnel Board Meetings are available at:

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

Wirsig, K. Worthy. NAY: None. ABSENT: M. Pines. ABSTAIN: None.

5. **PUBLIC COMMENT**

SPEAKERS:

Cordell Hindler: email received and read

Ben Therriault: President of RPOA stated that nothing has been received from the City on actions taken by the Personnel Board. The written action has yet to be received and is needed. Hopefully, it will not be months before receiving. Ben thanked Teresa for her service to the City, RPOA, and the employees. It is unfortunate that Teresa is leaving.

6. **CONSENT AGENDA**

- None

7. **NEW BUSINESS**

- a. **APPROVE** the revision/retitle of Payroll Supervisor to Payroll Manager

PUBLIC COMMENT

SPEAKERS:

8. **UNFINISHED/OLD BUSINESS**

- a. Withdrawal by Richmond Police Officers Association of grievance for Employee P

PUBLIC COMMENT

SPEAKERS:

Cordell Hindler: Unable to hear him speak.

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

- a. Hearing of September 22, 2022 for Employee T
 - Request from representative for Employee T
 - Request from representative for the City

Senior Assistant City Attorney Bruce Soublet explained the process of issuing the subpoenas for witnesses and introduced the representatives, Zach Lopes representing the employee and Tony C. for the City. The subpoenas will be signed by the Chair of the Board and will be sent to the representatives. It is the responsibility of the representative to serve the subpoenas.

Zach Lopes requested subpoenas for Chief Louie Tirona, City Manager Shasa Curl, and City Clerk

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Pamela Christian.

Grievance hearing is scheduled for September 22. Receipt of evidence is due to Dorothy Mandujano by September 15, 2022. An email will be sent to the representatives confirming the deadline.

Representative Tony Carvalho requested subpoenas for Lt. John Lopez, RPD, Keona Jones, Royal Dues, Janessa Boling, Sergeant Gail Hill, Fairfield PD, Officer Chris Adams, Fairfield PD
Electronic signature is acceptable on the subpoenas.

Board Member Buckner made a motion to issue subpoenas as requested by the representative for employee T and the representative for the City. Chair Wirsig seconded the motion. Issuance of the subpoenas were approved by the following vote: YEA: V. Buckner, L. Wirsig, K. Worthy. NAY: None. ABSENT: M. Pines. ABSTAIN: None.

10. **CONSIDERATION OF PROBLEMS AND REPORTS**

- None

11. **ADJOURNMENT**

Meeting adjourned at approximately 5:34 p.m.

Dorothy Mandujano

From: Cordell Hindler
Sent: Monday, July 25, 2022 5:20 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 Wirsig, Board Members and Staff. I have some items to be placed on the September 22nd Agenda

1. Approval to Revise the Existing Classification of Port Director- Port Operations
2. Approval to Revise the Existing Classification of Administrative Secretary,

The reason for bringing the Positions forward is Because it has been a Year and a Half since Jim Matzorkis Passing,

Also the Port Generates Revenue to the City. The Incumbent should Have the Experience of working with Developers and other stakeholders.

Sincerely
Cordell