

PERSONNEL BOARD

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



REGULAR MEETING
Thursday, January 26, 2023
5:15 p.m.

ALL BOARDMEMBERS WILL PARTICIPATE VIA VIDEO OR TELECONFERENCE



AGENDA

Personnel Board Members

Chair: Larry Wirsig

Vice Chair: Vernetta Buckner

Kyra Worthy

1. **ROLL CALL**
2. **AGENDA REVIEW**
3. **STATEMENT OF CONFLICT OF INTEREST**
4. **APPROVAL OF MINUTES**
 - a. Regular Meeting of October 27, 2022
5. **PUBLIC COMMENT**
6. **CONSENT AGENDA**

None
7. **NEW BUSINESS**
 - a. **DISCUSS** nomination of and **ELECT** PERSONNEL BOARD CHAIR and VICE CHAIR
8. **UNFINISHED/OLD BUSINESS**
9. **REVIEW AND/OR ISSUANCE OF SUBPOENA(S)**
10. **CONSIDERATION OF PROBLEMS AND REPORTS**
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://us06web.zoom.us/j/85011892620?pwd=MkV5eDEzRTlOcFdJNFJxOGtaTnZ0Zz09>

Webinar ID: 850 1189 2620 Passcode: ezyKB0

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 26, 2023 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 26th, 2023. 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.

PERSONNEL BOARD AGENDA

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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**

**October 27, 2022
MINUTES**

The regular meeting was called to order by Chair Steve Early at 5:17 p.m. on October 27, 2022.

1. ROLL CALL

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

Absent: None

2. AGENDA REVIEW

- None

3. STATEMENT OF CONFLICT OF INTEREST

- None

4. APPROVAL OF MINUTES

- a. Regular Meeting of July 28, 2022

SPEAKERS:

- None

Vice Chair Buckner made a motion to approve the minutes of July 28, 2022. Chair Wirsig seconded the motion. Minutes were approved by the following vote: YEA: V. Buckner, L. Wirsig, K. Worthy. NAY: None. ABSENT: None. 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: Recommended scheduling the hearing as a Special Meeting since a hearing after a regular meeting makes for a lengthy meeting.

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

Employee M representative K. Mastagni and City representative C. Malone were present to discuss hearing schedule.

Representatives and Personnel Board Members agreed to meet for grievance hearing on December 8, 2022, 5:15 p.m.

Electronic and paper copy of grievance evidence due to Human Resources by November 30 for distribution to all parties including Personnel Board Members.

SPEAKERS:

Cordell Hindler: Recommends the approval of Payroll Manager.

- b. **APPROVE** the retitling of Payroll Supervisor to Payroll Manager and **APPROVE** revisions to the associated job specification

Principal Personnel Analyst Catherine Selkirk presented the Payroll Manager classification and reasoning for revisions.

Chair Wirsig made a motion to approve the retitling of Payroll Supervisor to Payroll Manager and Approve revisions to the associated job specification. Vice Chair Buckner seconded the motion. Payroll Manager job specification was approved by the following vote: YEA: V. Buckner, L Wirsig, K. Worthy. NAY: None. ABSENT: None. ABSTAIN: None.

SPEAKERS:

Cordell Hindler: Recommends approval of the GIS Administrator job specification.

- c. **APPROVE** the revisions to the GIS Administrator job specification

Principal Personnel Analyst Catherine Selkirk presented the minor revisions to the GIS Administrator job specification.

Chair Wirsig made a motion to approve the revisions to the GIS Administrator job specification. Vice Chair Buckner seconded the motion. GIS Administrator job specification was approved by the following vote: YEA: V. Buckner, L Wirsig, K. Worthy. NAY: None. ABSENT: None. ABSTAIN: None.

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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 5:42 p.m.

Dorothy Mandujano

From:
Sent: Friday, October 21, 2022 5:36 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 Wirsig, Board Members and Staff,

I have some items to be Placed for the December 21st Agenda

1. Approve the Retitling of Port Director to Director of Economic Development

And Approve revisions to the associated job specification

2. Approve revisions to The Port Administrator Specification

I am bringing these Items forward Because I have Looked at the City of Fremont and the Director Reports to the

Assistant City Manager

Sincerely
Cordell



STAFF REPORT

PERSONNEL BOARD OR DEPARTMENT

DATE: January 26, 2023

TO: Chair Wirsig and Members of the Personnel Board

FROM: Sharrone Taylor, Interim Human Resources Director

SUBJECT: ELECT PERSONNEL BOARD CHAIR AND VICE CHAIR

BACKGROUND:

September 23, 2021, annual election of Chair and Vice Chair was adopted by the seated Personnel Board Members.

RECOMMENDATION:

ELECT Personnel Board Chair and Vice Chair.

DISCUSSION:

CONCLUSION:

The Human Resources Department is recommending the election of a Chair and Vice Chair as per the procedures for annual election

Attachments: Procedures for Annual Election of Chair and Vice Chair

City of Richmond Personnel Board
Procedures for Annual Election of Chair and Vice Chair

The purpose of this procedure is to establish a process for the annual election of the Chair and Vice Chair of the Personnel Board.

1. At the first regular meeting of the calendar year, a Chair and Vice Chair shall be elected by the majority vote of the Board present.
2. The newly elected Chair shall preside for one year.
3. The newly elected Vice Chair shall perform all the duties of the Chair in his or her absence or inability to act.
4. In the absence of both the Chair and Vice Chair, the Board Members present shall elect a Chairperson pro tem.
5. After the Chair and Vice Chair have been seated, the remaining Board Members shall select their respective seats in the order of their relative seniorities in office and occupy them until the next regular reorganization of the Personnel Board; however, any two Board Members may change seats at any time by mutual consent.

Adopted: 9/23/2021