

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

**PERSONNEL BOARD  
REGULAR MEETING**

**CITY COUNCIL CHAMBERS  
440 CIVIC CENTER PLAZA  
RICHMOND, CA 94804**

**March 28, 2024  
MINUTES**

The meeting was called to order by Rozma Paiz at 6:15 p.m. on March 28, 2024.

**1. ROLL CALL**

Present: Larry Wirsig, Chair  
Vernetta Buckner, Vice Chair  
Phillip Front, Board Member

**2. AGENDA REVIEW**

- None

**3. STATEMENT OF CONFLICT OF INTEREST**

- None

**4. APPROVAL OF MINUTES**

- a. Regular Meeting of January 25,2024.

**SPEAKERS:**

None

Vice Chair Buckner made a motion to approve the Regular Meeting Minutes of January 25, 2024. Board Member Front seconded the motion. The Regular Meeting Minutes of January 25,2024, were approved by the following vote:

YEA: V. Buckner, P. Front, L. Wirsig. NAY: None. ABSENT: None.

- b. Special Meeting of March 13, 2024.

**SPEAKERS:**

None

Vice Chair Buckner made a motion to approve the Special Meeting Minutes of March 13, 2024. Board Member Front seconded the motion. The Special Meeting Minutes of March 13, 2024, were approved by the following vote:

YEA: V. Buckner, P. Front, L. Wirsig. NAY: None. ABSENT: None.

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

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

- c. Special Meeting of March 14, 2024.

**SPEAKERS:**

None

Vice Chair Buckner made a motion to approve the Special Meeting Minutes of March 14, 2024. Board Member Front seconded the motion. The Special Meeting Minutes of March 14, 2024, were approved by the following vote:

YEA: V. Buckner, P. Front, L. Wirsig. NAY: None. ABSENT: None.

**5. PUBLIC COMMENT**

**SPEAKERS:**

None

**6. CONSENT AGENDA**

- None

**7. NEW BUSINESS**

- a. Approve the Community Intervention Specialist Job Description

**SPEAKERS:**

- Ben Therriault, President of the Richmond Police Officers Associate: Mr. Therriault and RPOA have concerns the classification may possibly take away work or conflicts with some of the duties Police Officers and Sergeants currently do. Mr. Therriault stated there are similarities to what police officers currently do. The RPOA requested a meet and confer and the City responded wanting to meet for informational purpose. Mr. Therriault requested the board wait until after the meet and confer before taking action on the job description.

Human Resources Director, Sharrone Taylor, presented the Community Intervention Specialist job descriptions. Ms. Taylor mentioned in previous meetings HR was charged by City Council to create the Community Crisis Response Program. The Community Intervention Specialist will interact directly with residents, providing services, referrals, and facilitate handoffs into other types of intervention type programs, mainly focusing on low level incidents. Ms. Taylor gave an example of the type of incident the Community Intervention Specialist may be called out to. Ms. Taylor also addressed the concerns brought up by Mr. Therriault.

Board member Front requested confirmation there will be a meet and confer with RPOA. Ms. Taylor informed the board the City's chief negotiator has communicated to RPOA they will have a conversation while also engage in impact bargaining, meet and confer

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

and impact bargaining are similar but not the same. It was also stated that there was a meet and confer with the union associated with the classification, SEIU 1021.

Vice Chair Buckner asked for clarity on if the classification is the first to approach a crisis. Ms. Taylor stated it depends on the level of the crisis and by no means is this position put in place to take away from police officers, or public safety, it's meant to enhance and support. The instances the classification would respond to would only be where they are qualified to do so, such as our unhoused.

Chair Wirsig suggested adding the qualification of being bilingual and it being beneficial to have Spanish speakers as well. Ms. Taylor stated it can be a preferred skill to search for, but it can be considered almost biased to require a certain language in the job description.

There was discussion on the template of the job description.

Vice Chair Buckner requested information on how the City will approach enhanced training for the classifications. Ms. Taylor stated that this is a topic that has been discussed with the ONS Director, who will be overseeing the program. The plan is to develop a very rigorous training program for everyone participating in the Community Crisis Response program, including continuous training.

Board member Front recommended the desirable of a multilingual candidate be added to the job description and inquired the impact of Mr. Theriault's request of delaying any action on the Community Intervention Specialist job description till until after the meeting with RPOA. Ms. Taylor stated that is not something she could directly speak to. The Human Resources department has already started recruiting for a Program Manager that will be able to start the foundation of the program. Board member Front followed up if Community Intervention Specialist is a foundational role and if delayed action may delay other steps. Ms. Taylor confirmed that is what has been conveyed to her by leadership.

Vice Chair Buckner inquired if there was a set date for the meeting with RPOA. Ms. Taylor stated at the current time of the Personnel Board meeting there has not been a confirmed meeting date.

Board Member Front made a motion to approve the Community Intervention Specialist job description. Chair Wirsig seconded the motion. The Community Intervention Specialist job description was approved by the following vote:

YEA: V. Buckner, P. Front, L. Wirsig. NAY: None. ABSENT: None.

**8. UNFINISHED BUSINESS**

- None

**9. REVIEW OF SUBPOENA(S)**

- None

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

**10. CONSIDERATION OF PROBLEMS AND REPORTS**

- None

**11. ADJOURNMENT OF SPECIAL MEETING**

The meeting adjourned at 6:33 p.m.