

**CITY OF RICHMOND, CA
HUMAN RESOURCES MANAGEMENT DEPT.**

PERSONNEL BOARD
REGULAR MEETING

WILDCAT CANYON CONFERENCE ROOM
450 CIVIC CENTER PLAZA

**October 27, 2011
MINUTES**

The Regular Meeting was called to order by Chairperson West at 4:42 p.m. Roll call was as follows:

Present: Lewis West, Chairperson
Kimberly Stewart, Board Member
Vicki Winston, Board Member

Absent: Jodi Lines, Board Member
Joanne Sidwell, Vice Chairperson

In Audience: Lisa Stephenson, Labor Relations Manager, HRM
Nicholas Alexander, Employment Program Specialist II, E&T
Lochlein Sekona, SEIU 1021 Vice President
James Walker, Equipment Services, Public Works
Chief Steward, Local 1021
Rosanne Ryken, Library Assistant, Library
Diane Canepa, Executive Secretary II, Fire
Rod Williams, Duplication/Mail Assistant, IT
Maria Blue, Sr. Personnel Analyst, HRM
Artie Moore, SEIU 1021 Member
Kymberlyn Carson Thrower, SEIU 1021 President
Rob Larson, Human Resources Personnel Officer, HRM
Sue Hartman, IT Director
Steve Furtado, Business System Manager, IT
Lisa Carter, Personnel Board Secretary, HRM

Lisa Carter announced rules for the audience.

1. **APPROVAL TO REVISE/RETITLE THE EXISTING CLASSIFICATIONS OF DUPLICATING/MAIL ASSISTANT AND SENIOR DUPLICATING/MAIL ASSISTANT TO DUPLICATING/MAIL SPECIALIST I/II – FLEXIBLY STAFFED (INFORMATION TECHNOLOGY DEPARTMENT)**

PERSONNEL BOARD MINUTES

October 27, 2011

Page 2

Maria Blue, Sr. Personnel Analyst, reported that the item to be considered (approval to revise/retitle the existing classifications of Duplicating/Mail Assistant and Senior Duplicating/Mail Assistant to Duplicating/Mail Specialist I/II – Flexibly staffed [Information Technology Department]) has been pulled. She said that just prior to the meeting, she learned that the union voiced issues with revisions made, and the item will have to be re-visited at a later date.

2. PUBLIC COMMENT

Rosanne Ryken, citizen and employee, questioned protocols for public comment, suggesting that the union could have been consulted prior to the meeting to notice its cancellation, so as to save taxpayer dollars. Ms. Blue noted she contacted the union, who had no response, until tonight.

Kymerlyn Carson Thrower, SEIU 1021 President, stated the union was given the proposed changes on Tuesday, October 25, 2011. There is an outstanding grievance that deals with parts of the title change, and they have not had time to consult with the member.

Ms. Ryken suggested the meetings be held in an easier location and possibly held after 5:00 p.m. so that people could attend after work.

Lochlein Sekona, SEIU 1021 Vice President, stated that last week at the City Council meeting, the City revised two classifications so that the employees could have a promotion. This is what is being done in this matter, and he asked that the City be more transparent and provide more information to the union.

Lisa Stephenson responded, stating the matter was a Local 21 position, and that Local 21 was notified. A Personnel Board meeting was held where union members appeared and had the opportunity to speak. In addition, staff notifies the union that is impacted.

James Walker, Chief Steward Local 1021, pointed out that the Personnel Board meetings are not listed on the City's website and asked for better noticing to the public, unions and employees. He also supported relocation of the Personnel Board meetings to the City Council Chambers, and meeting at a later time.

Chairperson West said the City has begun to address improvements for public noticing. Regarding the time of the meeting, he said this changed a number of years ago and supported moving it to a time so people can attend after work, and also posting the meetings on the website.

Ms. Ryken asked for a way to determine a process for re-arranging the time and place of meetings, following through and moving forward.

PERSONNEL BOARD MINUTES

October 27, 2011

Page 3

Board Member Winston suggested that procedurally, the Board first agendaize a discussion about this. Ms. Stephenson also commented that the Personnel Board volunteers their time, and the City must work around a convenient time for the Board to hold its meetings, as well.

Nicholas Alexander, SEIU Local 1021 Member, stated at the last Council meeting some members of Local 1021 raised some concerns about the Personnel Board Election that took place a couple of weeks ago and took issue with the results, noting some member votes were not counted towards the result. They plan to send a letter to the City Clerk who is authorized to run the election and ask her to do a re-vote, because according to City Charter, the Board is given the authority to oversee how the Personnel Rules are applied, and the election falls under those rules. If they are not able to find resolution, they will then return to the Board.

The meeting was adjourned at 4:54 p.m.

Respectfully submitted,



Leslie T. Knight
Assistant City Manager/Human Resources Management Director

/lmh-lyc

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