

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

PERSONNEL BOARD  
REGULAR MEETING

HRM CONFERENCE ROOM  
1401 MARINA WAY SOUTH

**FEBRUARY 26, 2004**  
**MINUTES**

The meeting was called to order by Chairperson Sidwell at 6:34 p.m. Roll call was as follows:

Present: Joanne Sidwell, Chair  
Lewis West  
Jodi Lines  
(vacancy)

Absent: Karen Ortega

In Audience: Cedric Williams, Human Resources Mgmt.  
Marin Briellard, Human Resources Mgmt.  
Roosevelt Whittington, Building Services Divn., Public Services  
Andy Russo, Human Resources Mgmt.

1. APPROVAL OF MINUTES

Due to the fact that there was not a quorum of January members present at the February meeting, the minutes for January 29, 2004 were held over until the next meeting

*Item 2 was deferred until later in the evening in the hope that all Board Members will be present.*

3. APPROVAL OF ONE (1) ADDITIONAL FLEXIBLY STAFFED UTILITY WORKER I/II ALLOCATION

Marin Briellard, Interim Senior Personnel Analyst, spoke before the Board on behalf of the Building Services Division of the Public Services Department. The loss of manpower of a Utility Worker I (due to a catastrophic accident that has prevented the employee from returning to work) necessitates this request for an additional allocation. The request for this allocation is a temporary solution while the employee in question is on long-term disability and who could possibly not be returning to work, but at this point has not been separated from City service. The additional allocation would allow the department to fill the position from an already established eligibility list.

Roosevelt Whittington, Utility Leadworker, was available for specific questions. Andy Russo, Principal Personnel Analyst, addressed concerns of Board Members about this allocation being temporary (non-permanent) status as oppose to a provisional appointment which has a time limit. There was also discussion about this individual not getting seniority rights over the incumbent.

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Board Member Lewis West made motion to approve one (1) additional flexibly staffed Utility Worker I/II allocation; Board Member Jodi Lines seconded. Item was approved by the following vote: AYES: Ms. Lines, Mr. West and Ms. Sidwell; ABSENT: Mrs. Ortega.

2. ELECTION OF 2004 OFFICERS

Mr. West made motion to nominate Joanne Sidwell for **2004 Chair**; Ms. Lines seconded. Item was approved by the following vote: AYES: Ms. Lines, Mr. West and Ms. Sidwell; ABSENT: Mrs. Ortega.

Ms. Sidwell made motion to nominate Lewis West for **2004 Vice Chair**; Ms. Lines seconded. Item was approved by the following vote: AYES: Ms. Lines, Mr. West and Ms. Sidwell; ABSENT: Mrs. Ortega.

4. PUBLIC COMMENT

A plea was again expressed by Board Members to staff to urge the City Clerk to advertise for the Personnel Board vacancy. Perhaps contact could be made to previous running candidates to see if they are still interested, and check on the residency requirement for a previous candidate to see if it has now been met.

Cedric announced his retirement and invited Board Members to attend his upcoming retirement dinner. He indicated that he would still be here on a temporary, part-time consultant capacity to help with the Police Chief, Fire Chief, City Manager, Library Director and City Attorney recruitments, and with the layoff and impact bargaining negotiations. Board Members thanked Cedric for the pleasure of working with him.

Andy Russo, Principal Personnel Analyst, next spoke before the Board on behalf of the Human Resources Management Department. Pending Personnel Board support and approval, Human Resources Management is thinking about modifying the Personnel Rules so that the Personnel Board would not be responsible for approving allocations. The issue of allocations having to be approved by the Personnel Board has come up several times during the past twelve years; and during this same time the Board has never refused an allocation request. If the classification specification has already been established and approved by the Board, and Finance has already reviewed for funding, there are not any issues to justify waiting a month or two for the Personnel Board to approve the allocation before the position can be filled; it seems to be a perfunctory process.

After discussion, the Board Members encouraged staff to proceed with a draft procedural change to the Personnel Rules.

The meeting was adjourned at 6:58 p.m.

Respectfully submitted,



CEDRIC G. WILLIAMS  
HUMAN RESOURCES MGMT. DIRECTOR

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