



HUMAN RESOURCES MANAGEMENT DEPARTMENT

PERSONNEL BOARD

REGULAR MEETING

Thursday, October 17, 2013

5:00 p.m.

@ 440 Civic Center Plaza – Council Chambers



AGENDA

Chair: Elaine Merriweather

Vice Chair: David Brown

Personnel Board Members

Yvonne Nair

McKinley Williams

Vicki Winston

1. **ROLL CALL**
2. **APPROVAL OF MINUTES**
 - a. Minutes for the regular meeting on September 26, 2013 not available
3. **PUBLIC COMMENT**
4. **COMMUNICATIONS:**
 - a. Personnel Board Retreat
 - b. Discuss possible training for city employees to prevent offensive speech and email in the workplace, especially in regards to the protected categories (Boardmember Nair)
 - c. Discuss how to stop disruptive behavior at Personnel Board meetings (Boardmember Nair)
 - d. Discuss communicating in a professional manner including email etiquette (Boardmember Nair)
 - e. Discuss the challenge of conducting Personnel Board business with fairness (Boardmember Nair)
5. **UNFINISHED BUSINESS:**
 - a. Consideration of Workplace Bullying Policy
6. **CONSIDERATION OF PROBLEMS AND REPORTS:**
 - a. None
7. **REPORTS OF BOARD MEMBERS**
8. **ADJOURNMENT**

NOTE: Copies of items to be distributed from the Public to the Personnel Board must also include 2 copies; 1 for the Secretary to the Board and 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 Bruce Soublet, ADA Coordinator at (510) 620-6509 at least three business days before the meeting date.