



HUMAN RESOURCES MANAGEMENT DEPARTMENT

PERSONNEL BOARD

PERSONNEL BOARD RETREAT

Monday, December 9, 2013

3:00 p.m.

@ 450 Civic Center Plaza – Lunch room in the basement



AGENDA

Chair: Elaine Merriweather

Vice Chair: David Brown

Personnel Board Members

Yvonne Nair

McKinley Williams

Vicki Winston

- 1. ROLL CALL**
- 2. DISCUSSION:**
 - a. Brown Act, Conflict of Interest, and Rosenberg's Rules of Order training (Deputy City Attorney Shannon Moore, and Assistant City Attorney Carlos Privat)
 - b. Review of City Charter and Personnel Rules Provisions that Detail the Duties of the Personnel Board, including the Personnel Board's Procedures and Protocols (Cepideh Roufougar)
 - c. Review of Grievance and Hearing Procedures (Todd Simonson, Cepideh Roufougar, and Lisa Stephenson)
- 3. PUBLIC COMMENT**
- 4. REPORTS OF BOARD MEMBERS**
- 5. 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.