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HUMAN RESOURCES MANAGEMENT DEPARTMENT

# PERSONNEL BOARD

## REGULAR MEETING

Thursday, February 27, 2014

5:00 p.m.

@ 450 Civic Center Plaza – City Council Chambers



### AGENDA

Chair: Elaine Merriweather

Vice Chair: David Brown

#### Personnel Board Members

Yvonne Nair

McKinley Williams

Vicki Winston

1. **ROLL CALL**
2. **STATEMENT OF CONFLICT OF INTEREST**
3. **APPROVAL OF MINUTES**
  - a. Regular Meeting of September 26, 2013
  - b. Regular Meeting of October 27, 2013
  - c. Regular Meeting of December 19, 2013
4. **PUBLIC COMMENT**
5. **NEW BUSINESS**
  - a. Discuss establishing a procedure for Personnel Board Members to receive grievance materials in advance of the hearing - Board Member Brown
  - b. Discuss additional Brown Act training for Personnel Board Members - Board Member Nair
  - c. Discuss Human Resources Department policies and procedures for City employee annual performance evaluations, disciplinary action (progressive discipline), supervisory training, criteria for promotions - Board Member Nair
  - d. Discuss fair hearings for City employees including conflicts of interest inherent in current organization of Human Resources Director/Personnel Board Secretary, City Attorney's Office advising Personnel Board, procedure for communication of grievance hearing requests to Personnel Board members and ex parte communications (substantive v. non-substantive) – Board Member Nair

**NOTE: Copies of items to be distributed from the Public to the Personnel Board must also include two (2) copies; one (1) for the Secretary to the Board and one (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.

- 5. NEW BUSINESS (continued)**
  - e. Discuss Local 21 grievance hearing and the next steps – Board Member Nair
  - f. Discuss data on Police Department Internal Affairs investigations based on anonymous allegations – Board Member Nair
  
- 6. UNFINISHED BUSINESS**
  - a. Discuss Potential Action to Amend Procedures and Protocols to Provide for a Second Public Comment Period
  - b. Consider next steps regarding Local 21 grievance appeal
  
- 7. CONSIDERATION OF PROBLEMS AND REPORT**
  
- 8. ADJOURNMENT**

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