



HUMAN RESOURCES MANAGEMENT DEPARTMENT

PERSONNEL BOARD

REGULAR MEETING

Thursday, March 27, 2014

5:00 p.m.

@ 440 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 January 30, 2014
 - b. Regular Meeting of February 27, 2014
4. **PUBLIC COMMENT**
5. **NEW BUSINESS**
 - a. DISCUSS and give direction to staff regarding the role of the City Attorney's office in limiting the scope of Personnel Board inquiries conducted pursuant to the City Charter, Article XIII, Section 7, paragraphs (b), (c) and (e). – (Board Member Brown)
 - b. DISCUSS and give direction to staff regarding the status of outstanding grievances to date – (Board Member Nair)
 - (1) Date of initiation of each grievance
 - (2) Stage of process of each grievance
 - c. DISCUSS and give direction to staff regarding providing notice to City employees to give permission to Human Resources Director and Personnel Board so the employees and Board can openly discuss employee cases – (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)

- d. DISCUSS and give direction to staff regarding the denial of Personnel Board's request for Library director to address morale and operational efficiency before the Board - (Board Member Nair)
 - (1) Role of City Manager and Personnel Board
 - (2) Need for accurate, appropriate, and unbiased legal guidance
 - (3) Question of use of confidential e-mail -- whether it
 - precludes further discussion by concerned parties in Board meetings, and
 - prejudices Board members against hearing employee concerns
- e. DISCUSS update on Local 21 grievance hearing outcome – (Board Member Nair)
- f. DISCUSS data on Police Department Internal Affairs investigation based on anonymous allegations – (Board Member Nair)
- g. DISCUSS internal audit of Human Resources Management Department

6. UNFINISHED BUSINESS

- a. DISCUSS process for Personnel Board Members to receive grievance materials in advance of a Personnel Board Hearing - (Board Member Brown)
- b. DISCUSS performance evaluations and planning

7. CONSIDERATION OF PROBLEMS AND REPORTS

8. ADJOURNMENT

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