

**CITY OF RICHMOND, CA**  
**HUMAN RESOURCES MANAGEMENT DEPARTMENT**

**PERSONNEL BOARD  
REGULAR MEETING**

**CITY COUNCIL CHAMBERS  
440 CIVIC CENTER PLAZA  
RICHMOND, CA 94804**

**January 29, 2015  
MINUTES**

The regular meeting was called to order by Vice Chair Brown at 5:00 p.m. on January 29, 2015.

**1. ROLL CALL**

Present: Elaine Merriweather, Chair  
David Brown, Vice Chair  
Yvonne Nair, Board Member  
Vicki Winston, Board Member  
McKinley Williams, Board Member

Absent: Personnel Board Liaison Council Member McLaughlin

**2. STATEMENT OF CONFLICT OF INTEREST**

- None

**3. APPROVAL OF MINUTES**

**SPEAKERS:**

- None

**a. Regular Meeting of November 19, 2014**

Board Member Vicki Winston made a motion to approve the minutes of November 19, 2014. Vice Chair D. Brown seconded the motion, Minutes were approved by the following vote: AYES: E. Merriweather, D. Brown, Y. Nair, M. Williams, V. Winston. NOES: None.

**4. PUBLIC COMMENT**

**SPEAKERS:**

Cordell Hindler: spoke on his request from previous Personnel Board Meeting for the expansion on hours for the library. He praises a few board members on doing a terrific job and keeping the meetings timely. More people should be encouraged to attend the Personnel Board meetings so that they are knowledgeable on what is going on.

***Audio recordings of Personnel Board Meetings are available at:***

**<http://www.ci.richmond.ca.us/index.aspx?NID=1090>**

## 5. NEW BUSINESS

### SPEAKERS:

- None

- a. Approval to revise the existing classification of Finance Manager (Richmond Housing Authority)

Maria Blue, Principal Personnel Analyst for Human Resources, presented the revision for Finance Manager. The change is to remove the Richmond Housing Authority to make it a city-wide classification. Local 21 is in agreement with the revisions.

Board Member Vice Chair Brown made a motion to approve the revision of the classification of Finance Manager. Board Member V. Winston seconded the motion, Finance Manager classification is approved by the following vote: AYES: E. Merriweather, D. Brown, Y. Nair, M. Williams, V. Winston. NOES: None.

- b. Approval to retitle/revise the existing classification of Deputy City Clerk (City Clerk's Department)

Maria Blue, presented the retitle/revision for the Deputy City Clerk classification which has not been updated since 1992. This is not a 1021 position due to the confidentiality but 1021 was notified and no response received. Updates were made to include skill sets that include technological changes and the removal of obsolete for the classification of Deputy City Clerk to Assistant City Clerk.

Board Member Vice Chair Brown made a motion to approve the revision of the classification of Deputy City Clerk to Assistant City Clerk. Board Member V. Winston seconded the motion, Assistant City Clerk classification is approved by the following vote: AYES: E. Merriweather, D. Brown, Y. Nair, M. Williams, V. Winston. NOES: None.

- c. Approval to revise the existing classification of Capital Projects Manager (Engineering Division of the Public Works Department)

### SPEAKERS:

Ladislao Herrera: voiced his concern on the change to the Capital Projects Manager classification stating that the person hired into the position is not qualified and the classification is being changed to make the incumbent qualify without posting and giving opportunity to others to apply.

Discussion ensued between Personnel Board Members and Ladislao Herrera with Lisa Stephenson and Jessica Collins, HR Analyst, answering questions on:

1. Changing the classification post placing incumbent into the position
2. The change of registration as a Professional Engineer from required to desirable.
3. The change in the classification of requirements without changing the salary to reflect such change.

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The Personnel Board Members voted to extend Ladislao Herrera's speaking time for another two minutes.

Based on the discussion outlined above, the Personnel Board Members decided not to make a motion or vote on the item.

Agenda item c. was not presented

**SPEAKERS:**

- None

d. Consider setting election for Personnel Board Chair and Vice Chair

Bruce Soublet explained that the Personnel Board may continue as is or may have an election for Chair and Vice Chair.

The Personnel Board unanimously decided to continue with the current status quo.

**6. UNFINISHED BUSINESS**

- None

**7. REVIEW OF SUBPOENA(S)**

- None

**8. CONSIDERATION OF PROBLEMS AND REPORTS**

- None

**9. ADJOURNMENT OF REGULAR MEETING**

Regular meeting adjourned at 5:45 p.m.