

PERSONNEL BOARD



REGULAR MEETING Thursday, July 28, 2016

5:15 p.m.

@ 440 Civic Center Plaza – City Council Chambers



AGENDA

Chair: Elaine Merriweather

Vice Chair: Yvonne Nair

Personnel Board Members

McKinley Williams

Vicki Winston

1. **ROLL CALL**
2. **AGENDA REVIEW**
3. **STATEMENT OF CONFLICT OF INTEREST**
4. **APPROVAL OF MINUTES**
 - a. Regular Meeting of June 22, 2016
5. **PUBLIC COMMENT**
6. **NEW BUSINESS**
 - a. **DISCUSS** position descriptions: Discussion of updating position descriptions within the City of Richmond:
 - When a position description changes, does the employee lose the job? (Vice Chair Nair)
 - b. **DISCUSS** toolkit for new Personnel Board members: When new members join the Personnel Board, in order to help them do the best job possible, they would benefit from a Personnel Board Toolkit, which would help them understand past issues and current challenges. Content would include the Charter, rules, MOUs, and conflicts of interest. (Vice Chair Nair)
7. **UNFINISHED/OLD BUSINESS**
 - a. **DISCUSS** Anti-bullying policy: Discussion of Berkowitz Civility Group proposal for helping to implement an anti-bullying policy for the City of Richmond. (Vice Chair Nair)
 - b. **DISCUSS** the need for a whistleblower policy, at present the City of Richmond lacks an ordinance or policy to protect City employees who report or otherwise inform their superiors of possible illegal or unethical action, activity, or other behavior that threatens the integrity of the City, results in bullying of City employees, or reduces the quality or delivery of

City services, with reference to:

- (1) the case of Stacy Plummer vs. City of Richmond;
- (2) California Labor Code Section 1102.8 (a), particularly "with reference to employee safety or health, unsafe working conditions or work practices in the employee's employment or place of employment" in connection with the case of a City employee who was threatened with physical violence by his superior; and
- (3) California Labor Code Section 1102.8 (a), particularly in connection with a possible "violation or noncompliance with a local, state or federal rule or regulation" when a City employee seeks to prevent a City Council Member from making legitimate inquiries regarding public safety and when that City employee seeks to intimidate other City employees from sharing information potentially important to public safety. (Vice Chair Nair)

- c. RECEIVE an update on the whistleblower policy survey set to be presented at the October Personnel Board meeting on:
 - Explore whistleblower ordinances and policies in neighboring municipalities, including Oakland (Vice Chair Nair)
- d. RECEIVE an update on the Library Commission response to the Richmond Library and Cultural Services Department internal audit. (Vice Chair Nair)

8. REVIEW OF SUBPOENA(S)

- None

9. CONSIDERATION OF PROBLEMS AND REPORTS

- a. DISCUSS and APPROVE granting Local 188 employee the requested grievance hearing before the Personnel Board:
 - City of Richmond's "Notice of Investigatory Findings" (Vice Chair Nair)

10. ADJOURNMENT

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.