

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

**PERSONNEL BOARD  
REGULAR MEETING**

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

**AUGUST 25, 2016  
MINUTES**

The regular meeting was called to order by Chair Elaine Merriweather at 5:15 p.m. on Thursday, August 25, 2016.

**1. ROLL CALL**

Present: Elaine Merriweather, Chair  
Yvonne Nair, Vice Chair Member  
Steve Early, Board Member  
McKinley Williams, Board Member

Absent: Vinay Pimple, City Council Member/Personnel Board Liaison

\*Due to problems with the recorder, audio of this meeting does not exist.

**2. AGENDA REVIEW**

- None

**3. STATEMENT OF CONFLICT OF INTEREST**

- None

**4. APPROVAL OF MINUTES**

**SPEAKERS:**

- None
- Regular Meeting of July 28, 2016

Vice Chair Yvonne Nair made a motion to approve the minutes of July, 28 2016. Board Member McKinley Williams seconded the motion. Minutes were approved by the following vote: AYES: E. Merriweather, Y. Nair, S. Early, M. Williams, NOES: None.

**5. PUBLIC COMMENT**

**SPEAKERS:**

Cordell Hindler: distributed job descriptions for Secretary to the Mayor and Assistant to the Mayor and spoke on how these represented outdated job descriptions.

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

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

## 6. NEW BUSINESS

### SPEAKERS:

Cordell Hindler: stated that the document outlining the grievance steps is clear and is helpful.

- a. RECEIVE document outlining the grievance steps for City of Richmond employees/unions

### DISCUSSION:

Vice Chair Nair inquired whether there is a particular form that is needed to initiate a grievance and Secretary Stephenson clarified that the unions may have something in place and that is between the employee and the union.

## 7. UNFINISHED/OLD BUSINESS

### SPEAKERS:

- None
- a. RECEIVE an update on language for General Order number 33 (from June meeting)

### DISCUSSION:

Vice Chair Nair requested this item be removed from the agenda until October.

### SPEAKERS:

Cordell Hindler: spoke on his experience witnessing bullying from many people in different places. Mr. Hindler recommends proceeding with the proposal.

Steffi Berkowitz: spoke on her proposal and her experience as a mediator being beneficial by coming from a neutral zone.

- b. 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)

### DISCUSSION:

Secretary Stephenson informed the Personnel Board that the funds for such an item does

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not exist. Chair Merriweather recommended doing it in parts to alleviate making such a big expense all at once. Vice Chair Nair asked for clarification of the Risk Management money – wouldn't it be a savings versus making another lawsuit payout? Vice Chair Nair requested an explanation at the next meeting of Risk Management funds. For clarification, Secretary Stephenson asked if the Risk Manager was to be invited to speak on the Risk Management budget. Vice Chair Nair confirmed.

For next agenda – explanation of Risk Management budget.

- c. Vice Chair Nair will give an UPDATE on July 6, 2016 email received by Vice Chair Nair from a Local 188 employee

Vice Chair Nair spoke on the fact that the employee had not been present at the previous meeting due to a death in his family.

## **8. REVIEW OF SUBPOENA(S)**

### **SPEAKERS:**

- None

## **9. CONSIDERATION OF PROBLEMS AND REPORTS**

### **SPEAKERS:**

- None

### **DISCUSSION:**

## **10. ADJOURNMENT OF REGULAR MEETING**

Regular meeting adjourned at 5:41 p.m.

Grievance hearing following at 5:46 p.m.

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