

CITY OF RICHMOND, CA
HUMAN RESOURCES MANAGEMENT DEPARTMENT

**PERSONNEL BOARD
REGULAR MEETING**

**MULTIPURPOSE ROOM
440 CIVIC CENTER PLAZA
RICHMOND, CA 94804**

**AUGUST 24, 2017
MINUTES**

The regular meeting was called to order by Vice Chair Yvonne Nair at 5:15 p.m. on August 24, 2017.

The City Council Chambers was not available for this meeting therefore the meeting was held in the Multipurpose Room in the basement of the same building (440 Civic Center Plaza).

An announcement was made at the beginning of the meeting to inform the Personnel Board Members and the public that the meeting was not going to be recorded. Due to this, it was requested that if anyone wanted any item to be included in the notes it needed to be stated during the meeting to the note taker, Dorothy Mandujano, immediately to assure the item was included in the minutes. The following minutes were from written notes.

1. ROLL CALL

Present: Yvonne Nair, Vice Chair Member
Robert Davila, Board Member
Steve Early, Board Member

Absent: McKinley Williams, Board Member

2. AGENDA REVIEW

An announcement was made to remind the Board Members that this agenda contained a Consent Agenda item for the first time. If the Board Members wished to discuss the item, the item could be moved to New Business during this time – Agenda Review. Otherwise, the item would be put to a vote without discussion.

Vice Chair Nair requested that subpoenas for an upcoming grievance be discussed during this meeting.

3. STATEMENT OF CONFLICT OF INTEREST

- None

4. APPROVAL OF MINUTES

- Regular Meeting of May 25, 2017

Board Member Davila made a motion to approve the minutes of May 25, 2017. Vice Chair Nair seconded the motion. Minutes were approved by the following vote: AYES: Y. Nair, R. Davila, S. Early, NOES: None.

SPEAKERS:

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

- None

5. **CONSENT AGENDA**

- **APPROVAL** to establish Office of Neighborhood Safety Program Manager (Office of Neighborhood Safety)

DISCUSSION: Vice Chair began by asking a question. It was pointed out that any item during Consent Agenda should be a vote only. Since it was the first time to appear on an agenda, a discussion was allowed but it was noted that for future Personnel Board meeting agendas an item in this category should be moved to New Business if the Board Members wish to discuss.

Vice Chair asked for clarification on "budget monitoring" and also indicated the desire to include terminology around the diversity of the population in the City of Richmond.

Board Member Davila inquired about the need to create a new position.

Board Member Davila made a motion to approve the establishment of Office of Neighborhood Safety Program Manager classification. Vice Chair Nair seconded the motion. The establishment of Office of Neighborhood Safety Program Manager classification was approved by the following vote: AYES: Y. Nair, R. Davila, S. Early, NOES: None.

6. **PUBLIC COMMENT**

SPEAKERS:

Cordell Hindler: handed out the job description for Neighborhood Liaison and Assistant City Manager.

7. **NEW BUSINESS**

- None

8. **UNFINISHED/OLD BUSINESS**

Cordell Hindler: voiced his opinion that the election of a Personnel Board Chair and Vice Chair should be completed this evening.

- a. **DISCUSS, NOMINATE AND VOTE** to elect a Personnel Board Chair and Vice Chair

Vice Chair Nair made a motion to nominate and elect Board Member Steve Early as Chair to the Personnel Board. Board Member R. Davila seconded the motion. The nomination and election of Board Member S. Early to serve as Chair was approved by the following vote: AYES: Y. Nair, R. Davila, S. Early, NOES: None.

9. **REVIEW AND/OR ISSUANCE OF SUBPOENA(S)**

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Tracey Angelo presented the names of five individuals to be subpoenaed for her upcoming grievance hearing.

The Personnel Board reviewed and approved the issuance of subpoenas in the upcoming IFPTE Local 21 grievance hearing.

10. **CONSIDERATION OF PROBLEMS AND REPORTS**

- a. DISCUSS AND APPROVE scheduling of IFPTE Local 21 grievance hearing

DISCUSSION: Grievant Tracey Angelo requested that her hearing take place in October. It was decided that the hearing will take place on October 26th immediately following the regularly scheduled monthly meeting. Mr. T. Simonson, attorney representing the City of Richmond, clarified for the grievant that it was unlikely that a fifth member of the board would be seated before the hearing. Mr. Simonson proceeded to ask the grievant to verbally announce whether she agreed for her hearing to be heard by a Personnel Board of less than five members but at least three members and she verbally agreed to October 26th with the present Personnel Board Members of four members but possibly three if a member does not show up.

This portion of the Personnel Board Meeting is CLOSED TO THE PUBLIC

- b. DISCUSS AND APPROVE the RPMA hearing before Administrative Law Judge (ALJ) or before the Personnel Board

11. **ADJOURNMENT**

Vice Chair Nair made a motion to adjourn the Personnel Board meeting. Board Member R. Davila seconded the motion. The meeting was adjourned was approved by the following vote: AYES: Y. Nair, R. Davila, S. Early, NOES: None.

Adjournment was at 6:06 p.m.