

CITY OF RICHMOND, CA
HUMAN RESOURCES MANAGEMENT DEPARTMENT

**PERSONNEL BOARD
REGULAR MEETING**

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

**OCTOBER 26, 2017
MINUTES**

The regular meeting was called to order by Chair Steve Early at 5:17 p.m. on October 26, 2017.

1. ROLL CALL

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

Ada Recinos, City Council Liaison

Absent: None

2. AGENDA REVIEW

No changes

3. STATEMENT OF CONFLICT OF INTEREST

- None

4. APPROVAL OF MINUTES

SPEAKERS:

Cordell Hindler: repeated his statements from August since, as he stated, these statements were not in the August minutes. He would like to present a PowerPoint presentation on the Neighborhood Services Liaison. He introduced the Deputy City Manager reclassification and a draft salary schedule. Mr. Hindler met with the City Manager in August to inform him that these positions would be perfect for the City Manager's Office. Mr. Hindler drafted an Administrative Manual packet including the Request for Travel for the Neighborhood Services person along with other things. Hopefully these items will be included in the minutes.

- Regular Meeting of August 24, 2017

Vice Chair Nair made a motion to approve the minutes of August 24, 2017. Chair Early seconded the motion. Minutes were approved by the following vote: AYES: S. Early, Y. Nair, R. Davila, M. Williams, NOES: None.

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5. **PUBLIC COMMENT**

SPEAKERS:

Cordell Hindler: stated that he would like to see the Neighborhood Services Liaison on the next agenda. He noted a few necessary language changes. Mr. Hindler recommended the forming of an ad hoc committee which would be comprised of City employees and residents.

6. **CONSENT AGENDA**

- **APPROVAL** to create the new classifications of Rent Program Services Analyst I and Rent Program Services Analyst II (Rent Program Department)

DISCUSSION: As Vice Chair began to inquire about the Rent Program Services Analyst I and II classifications, Secretary Stephenson reminded the Board Members that if this item was not moved during Agenda Review, therefore the item is not up for discussion.

Chair Early indicated that the board would like more time to discuss.

It was noted that the item will be moved to the next agenda.

Board Member Davila asked if it could not be moved at this point.

Secretary Stephenson informed the Board Members that if it is not moved during Agenda Review then it remains under Consent Agenda the only actions are approval or not but a discussion cannot ensue.

If there are any follow-up questions, the Human Resources Analyst can be contacted.

Board Member Williams asked if the item could be pulled? Secretary Stephenson emphasized that an item can only be moved during Agenda Review.

As Board Member Williams was expressing his frustration with not receiving adequate training on the Agenda Consent items, Chair Early intervened and expressed his desire to move on to the upcoming hearing and have the Personnel Board hear the classification for the Rent Board later giving the Board Members a chance to speak with Human Resources Analyst. Procedural issues later on Consent Agenda will be dealt with in the future.

Item dies due to lack of motion.

7. **NEW BUSINESS**

- None

8. **UNFINISHED/OLD BUSINESS**

- None

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

- Grievance Appeal Hearing–Local 21 to follow immediately after adjournment of Regular Meeting

Assistant City Attorney Soublet informed the Personnel Board Members that the grievant has indicated that her grievance appeal hearing is open to the public and therefore the audience can remain in attendance during the hearing.

10. **CONSIDERATION OF PROBLEMS AND REPORTS**

- None

11. **ADJOURNMENT**

Adjournment of regular meeting was at 5:27 p.m.

GRIEVANCE APPEAL HEARING – LOCAL 21

Grievance Hearing was called to order at 5:28 p.m.

After the grievance appeal hearing - Local 21 with witnesses testifying on behalf of the grievant, evidence presented, and arguments made by the parties, the Personnel Board Members deliberated in closed session.

The Personnel Board Chair announced the Personnel Board decision that the grievance appeal be denied.

Adjournment of Personnel Board Appeals hearing was at 9:27 p.m.