

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

**PERSONNEL BOARD  
REGULAR MEETING**

**RICHMOND ROOM  
450 CIVIC CENTER PLAZA  
RICHMOND, CA 94804**

**DECEMBER 19, 2018  
MINUTES**

The regular meeting was called to order by Chair Steve Early at 5:15 p.m. on December 19, 2018.

**1. ROLL CALL**

Present: Steve Early, Chair  
McKinley Williams, Board Member  
Mindy Pines, Board Member

Absent: Kyra Worthy, Board Member

Jessica Collins, HR Personnel Officer, acted as Secretary in the absence of Lisa Stephenson

**2. AGENDA REVIEW**

- No changes

**3. STATEMENT OF CONFLICT OF INTEREST**

- None

**4. APPROVAL OF MINUTES**

**SPEAKERS:**

- None

a. Regular Meeting of October 25, 2018

Board Member Pines made a motion to approve the minutes of October 25, 2018. Board Member Williams seconded the motion. Minutes were approved by the following vote: YEA: S. Early, M. Pines, M. Williams, NAY: None.

**5. PUBLIC COMMENT**

**SPEAKERS:**

- None

6. **CONSENT AGENDA**

- a. **APPROVAL** to revise the existing classification of Assisted Housing Manager (Richmond Housing Authority)

Chair Early made a motion to approve the revision of the existing classification of Assisted Housing Manager. Board Member Pines seconded the motion. Revision of the classification Assisted Housing Manager was approved by the following vote: YEA: S. Early, M. Pines, M. Williams, NAY: None.

7. **NEW BUSINESS**

- None

8. **UNFINISHED/OLD BUSINESS**

- None

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

- None

10. **CONSIDERATION OF PROBLEMS AND REPORTS**

- None

11. **ADJOURNMENT**

Meeting adjourned at 5:17 p.m.