

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

**PERSONNEL BOARD  
REGULAR MEETING**

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

**MAY 23, 2019  
MINUTES**

The regular meeting was called to order by Chair Steve Early at 5:17 p.m. on May 23, 2019.

An audio of this meeting does not exist. Minutes are from recall and notes from the meeting.

**1. ROLL CALL**

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

Absent: Kyra Worthy, Board Member

**2. AGENDA REVIEW**

Agenda items b and c were moved from Consent Agenda to New Business at the request of RPOA President Ben Therriault and agenda item a by Board Member Mindy Pines for further discussion.

- a. **APPROVAL** to create the new classification of Police Records and Property Manager (Police Department)
- b. **APPROVAL** to create the new classification of Communications Dispatcher III and revise the existing classification of Communications Dispatcher II (Police Department)
- c. **APPROVAL** to create the new classification of Communications Dispatcher II (Per Diem) (Police Department)

**3. STATEMENT OF CONFLICT OF INTEREST**

- None

**4. APPROVAL OF MINUTES**

**SPEAKERS:**

Cordell Hindler: recommended that the minutes be approved as submitted.

- a. Regular Meeting of March 28, 2019

Board Member Pines made a motion to approve the minutes of March 28, 2019. Chair Early seconded the motion. Minutes were approved by the following vote: YEA: S. Early, M. Pines, M. Williams, NAY: None.

**5. PUBLIC COMMENT**

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**SPEAKERS:**

Cordell Hindler: recommended that the City of Richmond update the Deputy Director of Housing Authority job description and salary to be more in align with the City of Berkeley which appears to be more current. He also recommended a presentation to the Personnel Board on Government Alliance on Race and Equity (GARE).

Ben Therriault: announced the layoff of the Human Resources Director Lisa Stephenson by the City Manager. Mr. Therriault stated that Lisa Stephenson has a great working relationship with the unions as a labor negotiator. He also noted that the position (HR Director) is a requirement of the City of Richmond Charter. He also expressed his concern about the upcoming items on the agenda (jobs) for which he would speak later in the meeting.

6. **CONSENT AGENDA**

- a. ~~APPROVAL to create the new classification of Police Records and Property Manager (Police Department)~~
- b. ~~APPROVAL to create the new classification of Communications Dispatcher III and revise the existing classification of Communications Dispatcher II (Police Department)~~
- c. ~~APPROVAL to create the new classification of Communications Dispatcher II (Per Diem) (Police Department)~~
- d. **APPROVAL** to create the new classification of Fire Protection Engineer (Fire Department)

Board Member Pines made a motion to approve the establishment of the position of Fire Protection Engineer. Board Member Williams seconded the motion. The position of Fire Protection Engineer was approved by the following vote: YEA: S. Early, M. Pines, M. Williams, NAY: None.

7. **NEW BUSINESS**

**SPEAKERS:**

- a. **APPROVAL** to create the new classification of Police Records and Property Manager (Police Department)

**DISCUSSION:**

HR Personnel Analyst Donna Newton introduced the new classification of Police Records and Property Manager. Board Members Pine and Williams inquired on the duties of this position and whether it would be one person taking on the job of two (2) full-time positions. Captain Timothy Simmons and Lieutenant Timothy Gray were available to answer questions. Captain Simmons explained that the Property Division was currently an assignment of a sergeant who along with other duties was responsible for supervising the Property Technicians. This would be a promotion for the current Police Records Supervisor who would continue to be responsible for duties she is currently

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performing such as reporting stats and data to FBI and DOJ but she would be doing so in a management position. Other local cities have this model.

Board Member Williams made a motion to approve the new classification of Police Records and Property Manager. Chair Early seconded the motion. The new classification of Police Records and Property Manager was approved by the following vote: YEA: S. Early, M. Pines, M. Williams. NAY: None.

- a. **APPROVAL** to create the new classification of Communications Dispatcher III and revise the existing classification of Communications Dispatcher II (Police Department)

### **DISCUSSION:**

Ben Therriault: spoke on the lack of transparency in creating/updating these jobs, Communications Dispatcher II, III, and II per diem. Instead of increasing the pay through meet and confer and the normal process – this is a go around by passing the normal procedure and this is not ok.

HR Personnel Analyst Donna Newton introduced the new classification of Communications Dispatcher III and the update of Communications Dispatcher II. Communications Center Manager Michael Schlemmer and Communication Shift Supervisor Diane Hardin explained the training of dispatchers. The state requirements are the same as sworn, 24 hours in a two year period. The training of a new Communications Dispatcher takes six to nine months which is currently being done by Communications Dispatcher II's who have agreed to train. One half of the Communications Dispatcher II's are not able, or do not wish to train. There are currently six vacancies and one new Communications Dispatcher is due to begin soon. Since there is a staff shortage, overtime is mandatory.

Board Member Williams expressed concern with the budget and the lack of knowledge about the financing of positions that they approve.

Communications Center Manager Schlemmer reassured the Personnel Board Members that they had met with SEIU 1021 representative along with HR Personnel Analyst Donna Newton and there were no objections to the creation of Communications Dispatcher III and the revision of Communications Dispatcher II by SEIU 1021.

Board Member Pines made a motion to continue the matter of creating the new classification of Communications Dispatcher III and revising the existing classification of Communications Dispatcher II (Police Department) to the next regular meeting of June 27, 2019. Chair Early seconded the motion. The new classification of Communications Dispatcher III and the revision of the existing classification of Communications Dispatcher II (Police Department) will be continued to the next regular Personnel Board Meeting of June 27, 2019 by the following vote: YEA: S. Early, M. Pines, M. Williams. NAY: None.

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- a. **APPROVAL** to create the new classification of Communications Dispatcher II (Per Diem) (Police Department)

**DISCUSSION:**

HR Personnel Analyst Donna Newton introduced the new classification of Communications Dispatcher II (per diem). Communications Center Manager Michael Schlemmer and Communication Shift Supervisor Diane Hardin were present to answer any questions.

It was explained that this position is a part-time temporary position where the person cannot work more than 999 hours per fiscal year. If the person goes over the 999 hours, it would necessitate the City and employee paying into California Public Employees' Retirement System (CalPERS). It would be utilized on a as-need basis and within the constraints of the budget.

Ben Therriault: expressed the same concerns for the creation of this item as he did for the creation of the classification of Communications Dispatcher III and revising the existing classification of Communications Dispatcher II.

The Board asked that this also be continued as with the previous items.

Board Member Pines made a motion to continue the matter of creating the new classification of Communications Dispatcher II (per diem) (Police Department) to the next regular meeting of June 27, 2019. Chair Early seconded the motion. The new classification of Communications Dispatcher II (per diem) (Police Department) will be continued to the next regular Personnel Board Meeting of June 27, 2019 by the following vote: YEA: S. Early, M. Pines, M. Williams NAY: 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 6:14 p.m.

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