

CITY OF BERKELEY
MEETING OF THE PERSONNEL BOARD
***** NEW LOCATION *****
1301 Shattuck Avenue
Live Oak Community Center, Fireside Room
Berkeley, CA 94704
DATE: August 7, 2023 TIME: 7:00 P.M.

Secretary: Aram Kouyoumdjian, Human Resources Department
2180 Milvia Street, First Floor, Berkeley, CA 94704
(510) 981-6800 E-mail: akouyoumdjian@cityofberkeley.info

MEETING MINUTES

I. Call to Order 7:01 P.M.

II. Roll Call

Members Present: Robert Dixon (Chair), Aviva Gilbert (Vice Chair), Darryl Bartlow, Mary Kay Lacey, Nic O’Loughlin, Jenny Wenk

Members Absent: Maya Karpinski

Staff Present: Aram Kouyoumdjian (Director of Human Resources); Monica Walker (Human Resources Manager); Jessica Lewis (Human Resources); Jenny Wong (City Auditor); Caitlin Palmer (Senior Auditor); Amy Davidson (Deputy Director, HHCS); Janice Chin (Manager of Public Health Services); Julia Heath (Recycling Program Manager)

Public Attendance: None

III. Public Comments

Cordell Hindler: “For next month’s agenda, the personnel board should consider hosting a [sic] in person retreat with a firm to assist on going over the expectations for the remainder of 2023. Also, I am in full support of the items that are on the agenda.”

Jenny Wong: I want to thank everyone for approving the Whistleblower program and wanted to provide an update that we will be starting interviews soon to fill the position.

ACTION ITEMS:

IV. Approval of Minutes of Meeting on July 10, 2023

Action: MSC: (Wenk/Lacey) to approve the minutes of the meeting on July 10, 2023.

Vote: Ayes: Bartlow, Dixon, Gilbert, Lacey, O’Loughlin, Wenk
Noes: None
Abstains: None
Absent: Karpinski

- V. Request for Extension of Temporary Appointments in Health, Housing, and Community Services Department (Senior Development Project Coordinator Jenny Wyant, Assistant Management Analyst Tahira Warner, Senior Management Analyst Rhianna Babka, Community Service Specialist III Joshua Oehler, and Community Development Project Coordinator Emily Rose)

Action: MSC: (Lacey/Gilbert) to approve the Request for Extension of Temporary Appointments in Health, Housing, and Community Services Department (Senior Development Project Coordinator Jenny Wyant, Assistant Management Analyst Tahira Warner, Senior Management Analyst Rhianna Babka, Community Service Specialist III Joshua Oehler, and Community Development Project Coordinator Emily Rose)

Vote: Ayes: Bartlow, Dixon, Gilbert, Lacey, O'Loughlin, Wenk
Noes: None
Abstains: None
Absent: Karpinski

- VI. Recommendation to Amend Health Educator Job Class Specification

Action: MSC: (Bartlow/Wenk) to approve the Recommendation to Amend Health Educator Job Class Specification

Vote: Ayes: Bartlow, Dixon, Gilbert, Lacey, O'Loughlin, Wenk
Noes: None
Abstains: None
Absent: Karpinski

- VII. Recommendation to Amend Senior Field Representative Job Class Specification

Action: MSC: (O'Loughlin/Lacey) to approve the Recommendation to Amend Senior Field Representative Job Class Specification

Vote: Ayes: Bartlow, Dixon, Gilbert, Lacey, O'Loughlin, Wenk
Noes: None
Abstains: None
Absent: Karpinski

- VIII. Recommendation to Amend Paramedic Salary Range

Action: MSC: (Lacey/Wenk) to approve the Recommendation to Amend Paramedic Salary Range

Vote: Ayes: Dixon, Gilbert, Lacey, Wenk
Noes: O'Loughlin
Abstains: Bartlow
Absent: Karpinski

INFORMATION ITEMS:

- IX. Presentation by City Auditor – Staff Retention Audit – Discussion Only
- X. Director’s Report – Updates from HR Director – Discussion Only
- XI. Copy of Berkeley Matters – Discussion Only
- XII. Adjournment 8:58 PM