CITY OF BERKELEY
PERSONNEL BOARD MINUTES
December 1, 2014

I. Call to Order

II. Roll Call

Members Present: Isaiah Roter (Chair), Al Murray (Vice-Chair), Robert Dixon, Jenny Wenk, Sharon Kidd, Kathryn Vizas

Members Absent: Ryan Huynh,

Staff Present: David Abel (Acting Director of HR); Rebecca Chen, Margaret Edwards, Liz Schiff, Cara Sarelli (HR Staff); Gil Dong (Fire Chief), Abraham Roman (Fire)

Public Attendance: 2

Public Speakers: 2

III. Public Comments

Gladys Gray, President of SEIU 1021-Maintenance Chapter commented that President of the NAACP Berkeley Chapter Mansour Id-Deen expressed his regret for being unable to attend the present meeting.

ACTION ITEMS:

IV. Approval of Minutes of Meeting on November 5, 2014

Action: MSC: (Wenk/ Kidd) to approve the minutes of the November 5, 2014 meeting.

Vote: Ayes: Murray, Dixon, Wenk, Roter, Kidd, Vizas
      Noes: None
      Abstains: None
      Absent: Huynh

V. Approval of 2015 Personnel Board Meeting Schedule

Action: MSC: (Kidd/ Dixon) to approve the 2015 Personnel Board Meeting Schedule.

Vote: Ayes: Murray, Dixon, Wenk, Roter, Kidd, Vizas
      Noes: None
      Abstains: None
      Absent: Huynh

VI. Recommendation to Revise the Classifications of Firefighter, Fire Apparatus Operator, Fire Captain II, Battalion Chief, Assistant Fire Chief, Deputy Fire Chief, Paramedic Supervisor I, Fire Prevention Inspector (Sworn), and Deputy Fire Marshall; Establish the Classification of Fire Marshal; and Abolish the Classification of Paramedic Program Supervisor in the Fire Department.
Action: MSC: (Dixon/ Wenk) to approve the revisions to the classifications of Apparatus Operator, Fire Captain II, Battalion Chief, Assistant Fire Chief, Deputy Fire Chief, Paramedic Supervisor I, Fire Prevention Inspector (Sworn), and Deputy Fire Marshall; Establish the Classification of Fire Marshal proposed changes; and abolish the classification of Paramedic Program Supervisor in the Fire Department.

Vote: Ayes: Murray, Dixon, Wenk, Roter, Kidd, Vizas
Noes: None
Abstains: None
Absent: Huynh

VII. Establish Hourly Employee Subcommittee of the Personnel Board

2 Speakers: Gladys Gray, President of SEIU Local 1021 Maintenance Chapter, and Marcellis Ashley, President of Part Time Recreation Leaders Association (PTRLA), spoke.

Action: MSC: (Kidd/ Murray) to approve the Establishment of an Hourly Employee Subcommittee. The charge of the subcommittee would be to research the use of hourly non-career, non-benefitted employees by the City of Berkeley and provide a report to the Personnel Board explaining current use and recommending any changes necessary to achieve greater fairness and diversity in the workforce. The subcommittee would last through July 6, 2015, with the possibility of extension, and the members will aim to present an interim report to the Personnel Board at the April 6, 2015 meeting. The subcommittee will consist of 3 appointees, including Sharon Kidd, Al Murray, and Isaiah Roter with a quorum of 2 for meetings.

Vote: Ayes: Murray, Dixon, Wenk, Roter, Kidd, Vizas
Noes: None
Abstains: None
Absent: Huynh

INFORMATION ITEMS:

VIII. Report of Leadership Development and Management Skills Training Programs – Discussion Only

Liz Schiff, Training Officer, presented an overview of the Leadership Development and Management Skills Training Programs, which included the curriculum; objectives and outcomes; participant data; and a one-year review of the new “3 C’s” program.

IX. Personnel Board Discussion of NAACP Recommendations -- Discussion Only

X. Fair & Impartial Police Training – Discussion Only

Al Murray, Vice Chair, discussed the 2-day Fair and Impartial Police Training, and presented materials that will be copied and provided to Personnel Board members.

XI. Director's Report - Update from Human Resources Director – Discussion Only

XII. Temporary Employee Report - Update on Number of Temporary Employees and Current Status – Discussion Only
XIII. New Agenda Items - Discussion of Items to be Placed on the Next Agenda – Discussion Only

- Review and Possible Adoption of Letter to Council Regarding Status of Personnel Board Response to NAACP – January 2015

XIV. Adjournment

Meeting adjourned at 9:28p.m.

**Action:** MSC: (Murray/ Dixon) to adjourn the meeting.

**Vote:**
- Ayes: Murray, Dixon, Wenk, Roter, Kidd, Vizas
- Noes: None
- Abstains: None
- Absent: Huynh