

**CITY OF BERKELEY  
SPECIAL MEETING OF THE PERSONNEL BOARD MINUTES  
DATE: December 20, 2021 TIME: 7:00 P.M.**

**Secretary: Donald E. Ellison, Human Resources Department  
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**MEETING AGENDA**

I. Call to Order 7:03 P.M.

II. Roll Call

Members Present: Mary Kay Lacey (Chair), Robert Dixon (Vice Chair), Darryl Bartlow, Jenny Wenk

Members Absent: Maya Karpinski, Aviva Gilbert, Leah Wilson

Staff Present: Donald Ellison (Interim Director of Human Resources); Lynette Hart (Human Resources Manager); Cecil Lopez, Katherine Cabrera (Human Resources); Henry Oyekanmi (Director of Finance); Andrew Brozyna (Deputy Director of Public Works); Ronald Nevels (Public Works); David Sprague (Deputy Fire Chief)

Public Attendance: None

III. Public Comments

Cordell Hindler said the Personnel Board should consider a retreat to discuss ideas for 2022 and he is in full support of the Deputy Director of Finance.

**ACTION ITEMS:**

IV. Approval of Minutes of Meeting on September 7, 2021

**Action:** MSC: (Wenk/Dixon) to approve the minutes of the meeting on September 7, 2021.

**Vote:** Ayes: Bartlow, Dixon, Lacey, Wenk  
Noes: None  
Abstains: None  
Absent: Gilbert, Karpinski, Wilson

V. Recommendation to Revise the Classification and Salary Range of Deputy Finance Director

**Action:** MSC: (Wenk/Dixon) to approve the Recommendation to Revise the Classification and Salary Range of Deputy Finance Director.

**Vote:** Ayes: Bartlow, Dixon, Lacey, Wenk  
Noes: None  
Abstains: None  
Absent: Gilbert, Karpinski, Wilson

VI. Recommendation to Re-establish the Classification and Salary Range of Senior Engineering Inspector

**Action:** MSC: (Lacey/Wenk) to approve the Recommendation to Re-establish the Classification and Salary Range of Senior Engineering Inspector.

**Vote:** Ayes: Bartlow, Dixon, Lacey, Wenk  
Noes: None  
Abstains: None  
Absent: Gilbert, Karpinski, Wilson

VII. Recommendation to Revise the Minimum Qualifications for Mechanic

**Action:** MSC: (Dixon/Wenk) to approve the Recommendation to Revise the Minimum Qualifications for Mechanic.

**Vote:** Ayes: Bartlow, Dixon, Lacey, Wenk  
Noes: None  
Abstains: None  
Absent: Gilbert, Karpinski, Wilson

VIII. Recommendation to Establish the Classifications Limited Term Emergency Medical Technician (EMT), Single Function Paramedic and Revise the Classification of EMS Advisor

**Action:** MSC: (Dixon/Wenk) to approve the Recommendation to Establish the Classifications Limited Term Emergency Medical Technician (EMT), Single Function Paramedic and Revise the Classification of EMS Advisor.

**Vote:** Ayes: Bartlow, Dixon, Lacey, Wenk  
Noes: None  
Abstains: None  
Absent: Gilbert, Karpinski, Wilson

IX. Recommendation to Revise the Classification of Assistant Fire Chief

**Action:** MSC: (Lacey/Bartlow) to approve the Recommendation to Revise the Classification of Assistant Fire Chief.

**Vote:** Ayes: Bartlow, Dixon, Lacey, Wenk  
Noes: None  
Abstains: None  
Absent: Gilbert, Karpinski, Wilson

**INFORMATION ITEMS:**

X. Upcoming Election of Chair and Vice Chair – Discussion Only

XI. Director's Report – Updates from HR Director – Discussion Only

XII. Copy of Berkeley Matters – Discussion Only

XIII. Adjournment

**Action:** MSC: (Dixon/Wenk) to adjourn the meeting at 8:15 PM with best wishes for the holidays.

<b>Vote:</b>	Ayes:	Bartlow, Dixon, Lacey, Wenk
	Noes:	None
	Abstains:	None
	Absent:	Gilbert, Karpinski, Wilson