

1. Approval of Meeting Minutes for January 12, 2026

CITY OF BERKELEY PERSONNEL BOARD MEETING MINUTES

MEETING DATE

January 12, 2026

CALL TO ORDER

5:33 p.m.

ROLL CALL

5:33 p.m.

Personnel Board Commissioners

Present

Darryl Bartlow
Robert Dixon (Vice Chair)
Mary Kay Lacey
Nic O'Loughlin (Chair)
Jenny Wenk

Absent

Aviva Gilbert
Maya Karpinski

City Staff

Nathan Dahl (Assistant to the City Attorney)
Tom Hayashi (Training Officer)
Tamela Hopson-Dudley (EEO & Diversity Officer)
Chris Jensen (Assistant City Attorney)
Keith May (Deputy Fire Chief)
Janelle Rodrigues (Director of Human Resources)
Benita Torres (Assistant Management Analyst)
Monica Walker (Human Resources Manager)

Members of the Public

None

ACTION ITEMS

1.Approval of Minutes of Meeting on December 1, 2025

Action: MSC (Wenk, O'Loughlin) to approve the minutes of meeting on December 1, 2025

Vote

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

2.Recommendation to Establish Job Class Specification and Pay Scale – Risk Manager

Action: MSC (Dixon, Lacey) to approve recommendation to Establish Job Class Specification and Pay

Scale – Risk Manager

Vote

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

3.Recommendation to Revise Job Class Specification – Fire Marshal

Action: MSC (Wenk, Lacey) to approve recommendation to Revise Job Class Specification – Fire Marshal

Vote

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

INFORMATION ITEMS:

4) February Election – Chair and Vice Chair

5) General Updates – Director of Human Resources

a. EEO Reporting (Equal Employment Opportunity and Diversity Officer)

6) Adjournment 6:46 pm