

**CITY OF BERKELEY**  
**MEETING OF THE PERSONNEL BOARD MINUTES**  
**DATE: May 9, 2022    TIME: 7:00 P.M.**

**Secretary: Donald E. Ellison, Human Resources Department**  
**2180 Milvia Street, First Floor, Berkeley, CA 94704**  
**(510) 981-6800    E-mail: [DEllison@cityofberkeley.info](mailto:DEllison@cityofberkeley.info)**

**MEETING MINUTES**

I. Call to Order                    7:34 P.M.

II. Roll Call

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

Members Absent: None

Staff Present: Donald Ellison (Interim Director of Human Resources); Jeneen Miller-Edenburg, Katherine Cabrera (Human Resources); Abraham Roman (Chief of Fire Department); Tess Mayer (Director of Library Services); Eleanor Hollander (Economic Development Manager); Kieron Slaughter (Office of Economic Development)

Public Attendance: None

III. Public Comments

Cordell Hindler said that he supports the Senior Economic Development Project Coordinator classification and the revision of the Tool Lending Specialist.

**ACTION ITEMS:**

IV. Approval of Minutes of Meeting on April 4, 2022.

**Action:** MSC: (Wenk/Lacey) to approve the minutes of the meeting on April 4, 2022.

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

V. Recommendation to Establish the Classification and Salary Range of Senior Economic Development Project Coordinator

**Action:** MSC: (Dixon/Wenk) to approve the Recommendation to Establish the Classification and Salary Range of Senior Economic Development Project Coordinator.

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

Abstains: None  
Absent: None

VI. Recommendation to Revise the Tool Lending Specialist Job Duties and Compensation

**Action:** MSC: (Gilbert/Wenk) to approve the Recommendation to Revise the Tool Lending Specialist Job Duties and Compensation.

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

**INFORMATION ITEMS:**

VII. Berkeley Fire Department Staffing – Updates from Chief Roman – Discussion Only

VIII. Director’s Report – Updates from HR Director – Discussion Only

IX. Copy of Berkeley Matters – Discussion Only

X. Adjournment

**Action:** MSC: (Lacey/Wenk) to adjourn the meeting at 8:43 PM.

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