

**CITY OF BERKELEY
PERSONNEL BOARD MINUTES
DATE: May 6, 2019 TIME: 7:00 P.M.**

**Secretary: LaTanya Bellow, Human Resources Department
2180 Milvia Street, First Floor, Berkeley, CA 94704
(510) 981-6800 E-mail: LBellow@cityofberkeley.info**

MEETING AGENDA

I. Call to Order - 7:03 p.m.

II. Roll Call

Members Present: Jenny Wenk (Chair), Bob Dixon, Mary Kay Lacey, Aviva Gilbert, Dru Howard (Late)

Members Absent: Sharon Kidd (Vice-Chair) (Approved LOA), Darryl Bartlow (Approved LOA), Melanie Popper

Staff Present: LaTanya Bellow (Director of Human Resources), Kimberly Castillo, Dana d'Angelo, Katherine Cabrera (Human Resources), Jay Kelekian (Rent Board), David Sprague (Assistant Fire Chief), Melanie Turner (Police Sergeant), Rebecca Webb (IT/SEIU), Jenny Seay (Finance/SEIU)

Public Attendance: None

III. Public Comments: No Public comments.

ACTION ITEMS:

IV. Approval of Minutes of Meeting on April 1, 2019

Action: MSC: (Dixon/Lacey) to approve the minutes of the meeting on April 1, 2019 as amended

Vote: Ayes: Dixon, Lacey, Wenk, Howard
Noes: None
Abstains: Gilbert
Absent: Kidd, Bartlow, Popper

V. a. Request for Extension of Temporary Staff Attorney I

Action: MSC: (Dixon/Howard) to approve the Request for Extension of Temporary Staff Attorney I

Vote: Ayes: Dixon, Wenk, Lacey, Howard
Noes: None
Abstains: Gilbert
Absent: Kidd, Bartlow, Popper

b. Request for Extension of Temporary Hearing Examiner

Action: MSC: (Dixon/Howard) to approve the Extension of Temporary Hearing Examiner

Vote: Ayes: Dixon, Lacey, Wenk, Howard
Noes: None
Abstains: Gilbert
Absent: Kidd, Bartlow, Popper

CM Dixon moved to pause to apply the Oath of Office. Secretary Bellow swore in CM Gilbert.

CM Dixon called meeting to order.

VI. Recommendation to Revise Classifications of Police Officer Recruit, Police Officer, Police Sergeant, and Police Lieutenant

Action: Discussed impact of revisions on Department and recruitment. Board requested clarification on extensions requiring Board approval. MSC: (Lacey/Gilbert) to approve the Recommendation to Revise Classifications of Police Officer Recruit, Police Officer, Police Sergeant, and Police Lieutenant. Clarification was provided during the Directors Report.

Vote: Ayes: Lacey, Gilbert, Wenk, Dixon, Howard
Noes: None
Abstains: None
Absent: Kidd, Bartlow, Popper

VII. Recommendation to Revise the Fire Apparatus Operator Classification

Action: MSC: (Dixon/ Lacey) to approve the Recommendation to Revise the Fire Apparatus Operator Classification

Vote: Ayes: Dixon, Lacey, Wenk, Gilbert, Howard
Noes: None
Abstains: None
Absent: Kidd, Bartlow, Popper

INFORMATION ITEMS:

- VIII. Director's Report – Updates from HR Director – Discussion Only. Clarification was provided on the Temporary Employee Report and what is presented to the Personnel Board for action in accordance with the Personnel Rules and MOUs.
- IX. Personnel Board Retreat with Speakers – Discussion Only
- X. Temporary Employee Report – Discussion Only
- XI. Copies of Berkeley Matters - Discussion Only
- XII. New Agenda Items: Discussion of Items to be Placed on the Next Agenda – Discussion Only
- XIII. Adjournment time - 8:30 p.m.

Vote: Ayes: Lacey, Gilbert, Wenk, Dixon, Howard
Noes: None
Abstains: None
Absent: Kidd, Bartlow, Popper