

CITY OF BERKELEY  
PERSONNEL BOARD  
MEETING MINUTES

MEETING DATE  
November 3, 2025

CALL TO ORDER  
7:01 p.m.

ROLL CALL  
7:01 p.m.

Personnel Board Commissioners

Present

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

Absent

Aviva Gilbert

City Staff

Janelle Rodrigues (Director of Human Resources)  
Michael St. Pierre (Animal Services Manager)  
Benita Torres (Assistant Management Analyst)  
Monica Walker (Human Resources Manager)

Members of the Public

Justin Pitcher (Public Employees Union Local One Representative)  
Renita Terry (Service Employees International Union Local 1021-MC Representative)  
Danny Walker (Service Employees International Union Local 1021-MC Representative)

Public Comments

None

Announcements

City Council will be meeting with the Police Accountability Board on November 18, 2025

ACTION ITEMS

1.Approval of Minutes of Meeting on October 6<sup>th</sup>, 2025

Action: MSC (Wenk, Karpinski) to approve the minutes of meeting on October 6<sup>th</sup>, 2025

Vote:

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

2.Recommendation to Place Fire Mechanic Lead Classification into the Service Employees International Union Maintenance Chapter (SEIU-MC) Bargaining Unit

Action: MSC (Dixon, O'Loughlin) to approve recommendation to Place Fire Mechanic Lead Classification into the Service Employees International Union Maintenance Chapter (SEIU-MC) Bargaining Unit

Vote:

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

3.Recommendation to Reestablish and Revise Job Class Specification – Animal Services (Operations) Supervisor

Action: MSC (Wenk, O'Loughlin) to approve Recommendation to Reestablish and Revise Job Class Specification – Animal Services (Operations) Supervisor

Vote:

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

4.Recommendation to Revise Job Class Specification – School Crossing Guard

Action: MSC (O'Loughlin, Wenk) to approve Recommendation to Revise Job Class Specification – School Crossing Guard

Vote

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

5.Recommendation to Revise Job Class Specifications – Employee Relations Manager and Deputy Director of Human Resources

Action: MSC (Wenk, Lacey) to approve Recommendation to Revise Job Class Specifications – Employee Relations Manager and Deputy Director of Human Resources

Vote:

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

6.Recommendation to Establish the 2026 Personnel Board Meeting Calendar

Action: MSC (Lacey, Wenk) to approve Recommendation to Adopt a Recommendation to Establish the 2026 Personnel Board Meeting Calendar

Vote

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

**INFORMATION ITEMS:**

Current Contact Information – Human Resources Manager  
Job Class Specification Template – Human Resources Manager  
General Updates – Director of Human Resources

Adjournment 8:04 pm