

**CITY OF BERKELEY
MEETING OF THE PERSONNEL BOARD
2180 Milvia Street
Redwood Conference Room, 6th Floor
Berkeley, CA 94704
DATE: November 4, 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**

THIS MEETING IS BEING HELD IN A WHEELCHAIR ACCESSIBLE LOCATION. TO REQUEST A DISABILITY-RELATED ACCOMMODATION(S) TO PARTICIPATE IN THE MEETING, INCLUDING AUXILIARY AIDS OR SERVICES, PLEASE CONTACT THE 981-6812 (V) OR 981-6347 (TDD) AT LEAST THREE BUSINESS DAYS BEFORE THE MEETING DATE. PLEASE REFRAIN FROM WEARING SCENTED PRODUCTS TO THIS MEETING.

MEETING AGENDA

- I. Call to Order
- II. Roll Call
- III. Public Comments

ACTION ITEMS:

- IV. Approval of Minutes of Meeting on October 7, 2019
- V. Request for Extension of Temporary Office Specialist II
- VI. Recommendation to Approve Petition to Modify Unit to Accrete Legislative Aides

INFORMATION ITEMS:

- VII. Update Regarding City of Berkeley Diversity, Equity & Inclusion (DEI) & Ethics Program – Updates from Training Officer – Discussion Only
- VIII. Director's Report – Updates from HR Director – Discussion Only
- IX. Temporary Employee Report – Discussion Only
- X. Copies of Berkeley Matters - Discussion Only
- XI. New Agenda Items: Discussion of Items to be Placed on the Next Agenda – Discussion Only
- XII. Adjournment

If you are unable to attend a meeting please call 981-6812

Communications to Berkeley boards, commissions or committees are public record and will become part of the City's electronic records, which are accessible through the City's website. **Please note: e-mail addresses, names, addresses, and other contact information are not required, but if included in any communication to a City board, commission or committee, will become part of the public record.** If you do not want your e-mail address or any other contact information to be made public, you may deliver communications via U.S. Postal Service or in person to the secretary of the relevant board, commission or committee. If you do not want your contact information included in the public record, please do not include that information in your communication. Please contact the secretary to the relevant board, commission or committee for further information. **SB 343 Disclaimer:** Any writings or documents provided to a majority of the Commission regarding any item on this agenda will be made available for public inspection at the Human Resources Department located at 2180 Milvia Street, First Floor, Berkeley CA.