

**CITY OF BERKELEY
PERSONNEL BOARD MINUTES
DATE: January 7, 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**

I. Call to Order time: 7:01pm

II. Roll Call

Members Present: Jenny Wenk (Chair), Sharon Kidd (Vice-Chair), Darryl Bartlow, Robert Dixon, Dru Howard, Melanie Popper

Members Absent: Mary Kay Lacey (excused absence); Al Murray (absent); Jennifer Hunt (absent)

Staff Present: LaTanya Bellow (Director of Human Resources); JT Mode (HR); Aimee Reeder (HR); Sandra Lewis (Finance/SEIU), Andrea Malarky (Library/SEIU)

III. Public Comments:

Cordell Hindler – Looking forward to meeting the new Deputy City Manager; Potential personnel board retreat this Spring; brought info about conference rooms at the Shattuck Plaza for a board retreat; suggested having speakers on pertinent personnel issues

Jose Martinez (SEIU) – In March or April SEIU will bring a joint recommendation on three (3) classification series; SEIU would like a deeper commitment of hiring within, including in the HR Department

Sandra Lewis (COB Finance Dept & SEIU) – On behalf of the Union would like to provide the Board with recommendations on Berkeley Matters to ensure efficiency with employees getting the information

Andrea Malarky (COB Library & SEIU) – (Note: spoke during the Director's report.) Update on SEIU & HR Dept's work on gender and pronoun options on COB Staff badges

ACTION ITEMS:

IV. Approval of Minutes of Meeting on December 3, 2018

Action: MSC: (Kidd/Howard) to approve the minutes of the meeting on December 3, 2018

Vote: Ayes: 6
 Noes: 0
 Abstains: 0

Absent: Mary Kay Lacey (excused absence); Al Murray (absent); Jennifer Hunt (absent)

INFORMATION ITEMS:

- V. Personnel Board Elections of Chair and Vice Chair in February - Discussion Only
- VI. Personnel Board Rules - Discussion Only
- VII. Personnel Board Retreat - Discussion Only
- VIII. Director's Report - Update from HR Director — Discussion Only
- IX. Temporary Employee Report - Update on Number of Temporary Employees and Current Status – 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
 - a. For April's agenda: Personnel Board Retreat with speakers
 - b. Job Description for Census Coordinator (if needed)
 - c. SEIU Berkeley Matters Procedures
- XII. Adjournment time: 8:03pm