



**CITY OF HAYWARD
PERSONNEL COMMISSION
MINUTES
Regular Meeting
Thursday, December 8, 2022
Zoom Meeting (Virtual)**

A regular meeting of the City of Hayward Personnel Commission was called to order virtually at 5:30 p.m. on Thursday, December 8, 2022, via a Zoom conference call.

CITY STAFF:

Regina Youngblood, Assistant City Manager/Interim Director of Human Resources
 Kakshi Master, Acting Deputy Director of Human Resources
 Janice Cahee, Human Resources Analyst II
 Candi Jackson, Human Resources Administrative Assistant
 Sangeetha Waltz, Deputy City Attorney II
 Adam Kostrzak, Director of Technology Services
 Tim Lohnes, Programmer Analyst
 Nathaniel Roush, Information Technology Manager

| Attendance | <u>REGULAR MEETINGS</u> | | <u>SPECIAL MEETINGS</u> | | |
|-------------------|--|--|---|--|---|
| | Present 12.8.22 Regular Meeting | Present to Date This Fiscal Yr. | Absent to Date This Fiscal Yr. | Present to Date This Fiscal Yr. | Absent to Date This Fiscal Yr. |
| Erika Cortez | 0 | - | 1 | 1 | 2 |
| Robert Gaumer | X | 1 | - | 3 | 0 |
| Denise Thompson | X | 1 | - | 3 | 0 |
| *Randy Wright | X | 1 | - | 3 | 0 |
| Rachel Zargar | X | 1 | - | 3 | 0 |
| Jade Edwards | X | 1 | - | 1 | 1 |
| Lucy Woo | 0 | - | 1 | 2 | 0 |

X = present 0 = absent

* Chair Person

PUBLIC COMMENTS

Human Resources Administrative Assistant Candi Jackson read the following public comments received via email from Cordell Hindler on December 6, 2022:

Mr. Hindler suggested for a future agenda, that the Commission should consider having an in-person retreat to go over the expectations for 2023. He also stated that the Personnel Commission should resume meeting in-person.

INTRODUCTIONS/Q&A

The Personnel Commission introduced themselves one-by-one.

Assistant City Manager/Interim Director of Human Resources Regina Youngblood provided a brief presentation on the role and scope of the Personnel Commission.

MINUTES

1. Review and Approve the September 15, 2022 Special Personnel Commission Meeting Minutes (ACTION)

(M/S/P) Wright/Zargar – Approved - 5 AYES.

2. Review and Approve the October 13, 2022 Special Personnel Commission Meeting Minutes (ACTION)

(M/S/P) Zargar/Thompson – Approved - 5 AYES.

3. Review and Approve the November 10, 2022 Special Personnel Commission Meeting Minutes (ACTION)

(M/S/P) Wright/Gaumer – Approved - 5 AYES.

REPORTS

City Council Liaison (Informational)

Mayor-Elect Salinas invited everyone to the official swearing-in ceremony on December 13th at 7pm at City Hall.

Mayor-Elect Salinas reported that the City has two new Council Members: Councilmember-elect Julie Roche (former Planning Commissioner) and George Syrop (former Community Services Commissioner).

Chair Wright asked if Mayor-Elect Salinas will remain as the Council Liaison for the Personnel Commission.

Mayor-Elect Salinas answered that he hasn't assigned Councilmembers to any boards and commissions yet.

Assistant City Manager/Interim Director of Human Resources (Informational)

Assistant City Manager/Interim Director of Human Resources Regina Youngblood reported that the City has identified the new Human Resources Director. Her name is Brittney Frye and she will be starting with the City on January 3rd. She also added

that the City has identified a Deputy Director of Human Resources. His name is Ian Tecson and he will be starting with the City on January 17th.

Chair Wright asked who was hired for the Equity and Inclusion Officer position and at what salary.

Assistant City Manager Youngblood answered that the City hired Jenny Chacon back in October.

Chair Wright asked about Commissioner Zargar's question from the previous meeting regarding the requirements for the Paid Transparency Act (SB 1162) and if the review has been done to confirm that the City is compliant.

Assistant City Manager Youngblood answered that this has not been done and will be handled between Equity and Inclusion Officer Jenny Chacon and Human Resources Director Brittney Frye, once she's onboard.

Chair Wright asked if there will be a response to Commissioner Zargar's request on this.

Assistant City Manager Youngblood answered that a response will be provided to the Personnel Commission at a future meeting.

4. Review the Proposed 2023 Fiscal Year Agenda Planning Calendar

Human Resources Administrative Assistant Candi Jackson answered questions on this item.

The Personnel Commission received the report.

ACTION ITEMS

5. Abolish the Community Service Officer – Jailer Employment Roster (Eligible List)

Human Resources Analyst Janice Cahee gave an overview of this item and answered questions with the help of Police Lieutenant Ryan Sill.

(M/S/P) Zargar/Thompson – Approved - 5 AYES.

6. Review the Revised Job Description for Systems Analyst I/II

Acting Deputy Director of Human Resources Kakshi Master gave an overview of this item and answered questions.

(M/S/P) Zargar/Gaumer – Approved - 5 AYES.

7. Review and Recommend to Council Adoption of the Revised Salary Plan for Fiscal Year 2023

Acting Deputy Director of Human Resources Kakshi Master introduced the revised salary plan for FY23, which reflects salary adjustments to four (4) classifications in the City's classified service based on market study results. The Salary Plan and Classification Plan have also been revised to reflect the addition of two (2) classifications.

(M/S/P) (Gaumer/Thompson) Adopt the Revised Classification Plan – Approved,
5 AYES.

(M/S/P) (Gaumer/Zargar) Recommended to Council for Approval – Approved,
5 AYES.

COMMITTEE MEMBER/STAFF ANNOUNCEMENTS AND REFERRALS

Chair Wright reminded the Personnel Commission of the Boards and Commissions Annual Reception tomorrow night at 6pm.

Chair Wright also reminded the Personnel Commission that the next regular meeting will be held on March 9, 2023.

Lastly, Chair Wright wished everyone a joyous holiday season!

ADJOURNMENT

Meeting was adjourned at 6:44 p.m.



Regina Youngblood, Asst. City Manager/
Interim Director of Human Resources