



**CITY OF HAYWARD
PERSONNEL COMMISSION
DRAFT MINUTES
Regular Meeting
Thursday, March 8, 2018
Conference Room 2A**

A regular meeting of the City of Hayward Personnel Commission was called to order at 5:35 p.m. on Thursday, March 8, 2018, at Hayward City Hall, Conference Room 2A.

HUMAN RESOURCES DEPARTMENT STAFF

Nina Collins, Director of Human Resources
 Farbod Pirouzmand, Deputy Director of Human Resources
 Vanessa Lopez, Senior Human Resources Analyst
 Lisette Del Pino, Human Resources Analyst II
 Anthony Phillip, Human Resources Analyst II
 Candi Jackson, Human Resources Administrative Assistant

OTHERS PRESENT

Seema Vashi, Assistant City Attorney

Attendance	Present 3.8.2018 Regular Meeting	<u>REGULAR MEETINGS</u>		<u>SPECIAL MEETINGS</u>	
		Present to Date This Fiscal Yr.	Absent to Date This Fiscal Yr.	Present to Date This Fiscal Yr.	Absent to Date This Fiscal Yr.
Doris Yates	X	4	0	0	1
Elecia Garrett	O	2	2	0	1
V. Toni Adams	X	1	3	0	1
Jose Guadamuz	X	3	1	1	0
*Rachel Lucas	O	3	1	1	0
Giancarlo Scalise	X	3	1	1	0
Allen Zargar	X	2	2	1	0

X = present O = absent

* Chair Person

PUBLIC COMMENTS

None.

APPROVAL OF MINUTES

1. Approval of January 11, 2018 Meeting Minutes (Action)

(M/S/P) (Yates/Scalise) Approved.

REPORTS

City Council Liaison (Information)

Council Member Peixoto gave a brief overview of a couple of items that were recently approved by City Council. One item was Brilliant 100 Electricity, which is an alternative to PG&E for Hayward residents to purchase electricity. Residents will receive information on Brilliant 100 in their PG&E bills. Brilliant 100 Electricity produces electricity without emitting any greenhouse gases. Therefore, as more Hayward residents switch from PG&E to this alternative, the City will get closer to achieving its goal of zero greenhouse gas emissions.

Council Member Peixoto also mentioned that Council approved a project to increase photovoltaic clean and green energy at the Water Pollution Control Facility located on Enterprise Avenue. This project will expand the City's existing one-megawatt solar system by an additional two megawatts for a total of three megawatts.

Director of Human Resources (Information)

Director Collins stated that on March 2nd, the Human Resources Department held its Annual Open House and honored the City's employees' years of service awards. She acknowledged the HR team for all their hard work, personal funds, and time spent on this event.

Director Collins also mentioned that the 2nd Employee Engagement Survey will be launched on or around March 14th. Since results from the last survey indicated that employees didn't feel their concerns were being heard by the City's executive team, the City Manager has open office hours for employees to drop by and express any issue that is important to them. Additionally, the City has held small focus group conversations to engage employees and provide them the opportunity to share their concerns. The City also adopted its organizational values. The executive team developed the values and sought feedback from employees to make sure the final product reflected feedback from City staff. Director Collins emphasized that results from this survey, help the City executive team engage with employees and gauge their level of job satisfaction, which in turn will help the City Manager develop performance measures for each department, and what further improvements need to be made to boost employee morale and productivity.

Director Collins also mentioned that on April 26th, the City will host its annual Bring Your Child to Work Day and she invited the Personnel Commissioners to attend if they can.

Lastly, Director Collins stated that the City is in labor negotiations with its bargaining units. She reported that City representatives have already started meeting with Local 1909 (Firefighters), Hayward Police Officers Association, Hayward Management Employees Association, and will begin negotiations with Local 21 on March 19th, followed by SEIU on March 22nd.

ACTION ITEMS

2. Revised Job Description for Fire Captain

Farbod Pirouzmand, Deputy Director of Human Resources gave an overview of the Fire Captain job specification. He and Director Collins answered questions.

(M/S/P) (Yates/Scalise) Not approved.

3. Personnel Commission Final Draft FY 2018/2019 Scope and Goals

Nina Collins, Director of Human Resources gave an overview of the Final Draft FY 2018/2019 Scope and Goals document.

(M/S/P) (Guadamuz/Zargar) Approved.

Recruitment Diversity Report (Oral Report)

Deputy Director Pirouzmand provided a diversity report on recruitments completed since our last meeting on January 11, 2018. The report was on the following fifteen (13) recruitments:

- City Building Official
- Community Service Officer
- Deputy City Clerk
- Housing Division Manager
- Operator-in-Training
- Program Specialist
- Utilities Engineering Manager
- Utilities Maintenance Mechanic
- Fire Captain
- Firefighter (Lateral)
- Firefighter Trainee (Entry Level)
- Police Office Trainee
- Police Sergeant

COMMITTEE MEMBER/STAFF ANNOUNCEMENTS AND REFERRALS

ADJOURNMENT

Meeting was adjourned at 6:24 p.m.

A handwritten signature in blue ink that reads "Nina S. Collins". The signature is fluid and cursive, with the first name "Nina" being the most prominent.

Nina S. Collins, Director of Human Resources