



**CITY OF HAYWARD
PERSONNEL COMMISSION
MINUTES
Regular Meeting
Thursday, September 11, 2025**

A regular meeting of the City of Hayward Personnel Commission was called to order at 5:34 p.m. on Thursday, September 11, 2025, in Conference Room 2A.

CITY STAFF:

Ian Tecson, Acting Director of Human Resources
Salina Flores, Human Resources Manager
Valeria Cazares, Human Resources Analyst
Candi Jackson, Human Resources Administrative Assistant
Sangeetha Waltz, Deputy Assistant City Attorney

Attendance	<u>REGULAR MEETINGS</u>			<u>SPECIAL MEETINGS</u>	
	Present 09.11.25 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.
*Randy Wright	X	1	-	1	-
**Linda Gruel-Neff	X	1	-	1	-
Rebecca Parr	X	1	-	1	-
Sergey Melnikov	X	1	-	-	-
Edward Moore	X	1	-	-	-
Bonnie Tendencia	X	1	-	-	-
Tiega-Noel Varlack	X	1	-	-	-

X = present O = absent

* Chair

** Vice Chair

AB 2449 TELECONFERENCE NOTIFICATIONS AND CONSIDERATION

PUBLIC COMMENTS

None.

REPORTS

1. Review the Proposed 2025-2026 Fiscal Year Agenda Planning Calendar

The Personnel Commission received the report and Commissioner Parr stated that she will not be able to attend the March 2026 meeting.

CONSENT

Commissioner Parr pulled the minutes for discussion. She asked if the overview presentation on the subcommittees would take place at tonight's meeting since she didn't see it on the agenda.

Acting Director Tecson answered that he planned to make an announcement during staff announcements and then send the information to the Commission. He added that we will plan for December a full overview and presentation of the retreat that happened in 2023, the work that came out of it, and the details of the subcommittees. He also stated that it will be agendaized.

2. Review and Approve the Minutes of the Special Meeting on August 28, 2025.

(M/S/P) Parr/Gruel-Neff – Approved, 7 AYES.

ACTION ITEMS

3. Recommend to City Council the Adoption of the Revised Salary Plan for Fiscal Year 2026

Human Resources Analyst Valeria Cazares presented this item and answered questions with Acting Director Tecson.

(M/S/P) Gruel-Neff/Melnikov – Approved, 6 AYES, 1 NO.

RECRUITMENT DIVERSITY REPORT

Human Resources Manager Salina Flores presented this item and answered questions with Acting Director Tecson.

Commissioner Melnikov asked if a similar report can be provided on demographic and education; if it's possible to see separations based on education and how much talent is needed in terms of education.

Director Tecson acknowledged this request and stated that the data collection points may not lead to what is being requested but can be looked into.

Commissioner Melnikov asked whether, during exit interviews, staff collect and consolidate information on why employees leave the City.

Director Tecson answered that a lot of the questions on our exit survey are open-ended. He added that he will send out a copy of the questions to the Personnel Commission for their reference.

Commissioner Moore asked if we could get a breakdown of this diversity report for labor and non-labor; supervisory management versus non-management positions.

Director Tecson answered that we can look at the possibility on how to separate that data, as it would require a lot of manual manipulation, but staff can look into it.

Commissioner Moore also asked if we have any data on the age of individuals who are separating from the city.

Human Resources Manager Flores answered that we can look into providing something in the next report that relates to age demographics.

Commissioner Parr asked if we have a breakdown of how many female firefighters versus male firefighters.

Human Resources Manager answered yes and that we can incorporate that into our next presentation.

COMMITTEE MEMBER/STAFF ANNOUNCEMENTS AND REFERRALS

City Council Liaison (Informational)

Council Member Syrop invited the Personnel Commission next Wednesday, September 17th from 3:00-6:30pm to the Hayward Library for a design charette. Staff will be presenting street designs for the Downtown Loop and soliciting the community's feedback on how we might be able to rethink the Loop's design. The first session will be 3:00-4:30pm and the next session will be 5:00-6:30pm.

Council Member Syrop also mentioned that the Annual Airport Open House is coming up on Sunday, September 21st from 10am-3pm and invited the Personnel Commission to attend.

Lastly, Council Member Syrop mentioned that there is an art show reception in the John O'Lague Galleria (1st floor of City Hall) tomorrow night from 5pm-7pm. He also mentioned that the show is free and open to the public; and invited the Personnel Commission to attend. He added that if anyone is interested in the local arts scene or meeting members of the Arts Council, this is a great opportunity to get involved.

Acting Director of Human Resources (Informational)

Acting Director of Human Resources Ian Tecson expressed his appreciation to former Commissioners Erika Cortez and Lucy Woo, who recently departed from the Personnel Commission. He thanked them for their time, contributions, and efforts, both during Commission meetings and at the past retreat. He also welcomed the

new Commissioners and shared his enthusiasm for having a full Commission and for the valuable contributions they will bring.

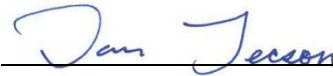
Acting Director Tecson announced that the City Commissions' Orientation and Training is scheduled for Thursday, September 18, from 2:00 p.m. to 7:00 p.m. He encouraged Commissioners to register if they have not already done so and noted that the related email should have been received. He asked Commissioners to inform him if they did not receive the invitation.

Lastly, Acting Director Tecson reminded the Commission of the Personnel Commission Subcommittees. He reiterated that on November 7, 2023, the Personnel Commission met to discuss ways to enhance Commission engagement and improve the Commission's effectiveness for Commissioners, staff, and the City. As a result of that discussion, three subcommittees were established. He noted that he will provide the Commission with additional information and will present the work completed during that retreat, along with the definitions and descriptions of the subcommittee opportunities, at the next meeting in December.

Chair Wright reminded the Commission that the next regular meeting will be held on December 11th.

ADJOURNMENT

Chair Wright adjourned the meeting at 6:53 p.m.



Ian Tecson
Acting Director of Human Resources