



**CITY OF HAYWARD  
PERSONNEL COMMISSION  
MINUTES  
Special Meeting  
Thursday, September 15, 2022  
Zoom Meeting (Virtual)**

A special meeting of the City of Hayward Personnel Commission was called to order virtually at 5:30 p.m. on Thursday, September 15, 2022, via a Zoom conference call.

**CITY STAFF:**

Janice Cahee, Human Resources Analyst II  
Kakshi Master, Acting Deputy Director of Human Resources  
Wayne Smith, Human Resources Analyst I  
Candi Jackson, Human Resources Administrative Assistant  
Jayanti Addleman, Director of Library Services  
Jennifer Ott, Assistant City Manager  
Ryan Sill, Police Lieutenant  
Sangeetha Waltz, Deputy City Attorney II

Attendance	<u>REGULAR MEETINGS</u>			<u>SPECIAL MEETINGS</u>	
	Present 9.15.22 Special 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	O	-	-	0	1
*Nicolia Gooding	X	-	-	1	0
Zheefong He	X	-	-	1	0
Robert Gaumer	X	-	-	1	0
Denise Thompson	X	-	-	1	0
Randy Wright	X	-	-	1	0
Rachel Zargar	X	-	-	1	0

X = present    O = absent

\* Chair Person

**PUBLIC COMMENTS**

Human Resources Administrative Assistant Candi Jackson read the following public comments received via email from Cordell Hindler on September 13, 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 is also interested in hearing the report on the classification plan.

## **PRESENTATION ON POLICE HIRING INCENTIVES**

Police Lieutenant Ryan Sill provided an overview on the Police hiring incentives. He also spoke to the exhaustion of the Police Officer Trainee and Communications Operator eligible lists and answered questions.

## **MINUTES**

1. Review and Approve the June 22, 2022 Special Personnel Commission Meeting Minutes (ACTION)

(M/S/P) Wright/Thompson – Approved – 6 AYES.

## **REPORTS**

### City Council Liaison (Informational)

Council Member Salinas stated that he didn't have much to report, as they've been on Council recess for the last month. He mentioned that it's election season and reminded everyone to make sure that they are registered to vote.

Commissioner Wright asked what the delay is on the Holiday Inn Select on the Mission Boulevard.

Council Member Salinas answered that he will check with Assistant City Manager Jennifer Ott.

Commissioner Zargar asked about the status of Maple and Main.

Council Member Salinas answered that he doesn't have a current update on this location.

Commissioner Thompson asked about the proposed development at the old Burlington Coat Factory site, near Southland Mall. She asked if the development will be completed in 2024.

Council member Salinas answered that that development may be up sooner than 2024, as that particular developer is quick.

Commissioner Wright asked if Council Member Salinas will stay on this Commission after he becomes Mayor.

Council Member Salinas answered that Mayor Barbara Halliday is retiring and that he announced in the Spring that he would be running for Mayor. He also added that

the closing date for the filing period was August 17<sup>th</sup> and no one else filed, so he is running unopposed for Mayor. He reminded everyone to vote, as we have two (2) Council seats to fill and vacant school board seats as well. As for committees on which he's currently serving, he's not sure how the committee assignments are assigned, but that he and Mayor Halliday are committed to a smooth transition.

Lastly, Council Member Salinas asked the Personnel Commission to mark their calendars for December 13<sup>th</sup>, for the swearing-in ceremony at City Hall.

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

Assistant City Manager/Interim Director of Human Resources was unable to attend.

2. Review and Approve the Proposed Fiscal Year 2023 Agenda Planning Calendar

Commissioner Wright asked about the December 8<sup>th</sup> agenda in regard to the Senior Sustainability Specialist item. He asked if the Senior Sustainability Specialist was a new classification and if the City has a Sustainability Specialist classification.

Human Resources Analyst Wayne Smith answered that the Senior Sustainability Specialist is a new classification and that, the City currently has a Sustainability Specialist classification.

**ACTION ITEMS**

3. Review the New Job Description for Chief Economic Development Officer

Assistant City Manager Jennifer Ott gave an overview of this item and answered questions.

(M/S/P) (Wright/Thompson) Approved. 6 AYES.

4. Abolish the Police Officer Trainee Employment Roster (Eligible List)

Police Lieutenant Ryan Sill answered questions.

(M/S/P) (Wright/Zargar) Approved. 6 AYES.

5. Abolish the Communications Operator Employment Roster (Eligible List)

Police Lieutenant Ryan Sill answered questions.

(M/S/P) (Wright/Zargar) Approved. 6 AYES.

6. Abolish the Librarian I (Part-Time) Employment Roster (Eligible List)

Human Resources Analyst Janice Cahee gave an overview of this item. She and Library Services Director Jayanti Addleman answered questions.

(M/S/P) (Wright/Zargar) Approved. 6 AYES.

7. Abolish the Senior Secretary Employment Roster (Eligible List)

Human Resources Analyst Wayne Smith gave an overview of this item.

(M/S/P) (Wright/Zargar) Approved. 6 AYES.

8. Adopt the Revised Classification Plan and 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 classification plan and salary plan for FY23, which reflects salary adjustments to the Paralegal, Senior Paralegal, Purchasing Technician, Finance Supervisor, and Human Resources Technician classifications. The Salary Plan has also been updated to reflect the addition of the Chief Economic Development Officer. Salary corrections have also been made to the Finance Technician, Data Systems Operator, and Senior Transportation Engineer classifications.

(M/S/P) (Thompson/Zargar) Adopt the Revised Classification Plan – Approved,  
5 AYES, 1 ABSTENTION.

(M/S/P) (Zargar/Thompson) Recommended to Council for Approval – Approved,  
5 AYES, 1 ABSTENTION.

Mr. Cordell Hindler stated his support for the Chief Economic Development Officer.

## **RECRUITMENT DIVERSITY REPORT**

Human Resources Analyst Wayne Smith presented this item and answered Questions along with Acting Deputy Director Kakshi Master and Human Resources Analyst Janice Cahee.

## **COMMITTEE MEMBER/STAFF ANNOUNCEMENTS AND REFERRALS**

Chair Gooding thanked everyone for the opportunity to serve on the Personnel Commission. She continued that it's because of this Commission that she will be focusing on inclusion at her children's school.

## **ADJOURNMENT**

Meeting was adjourned at 7:15 p.m.

*Regina Youngblood*

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