



**CITY OF HAYWARD
PERSONNEL COMMISSION
MINUTES
Regular Meeting
Thursday, March 9, 2023
Hybrid**

A special meeting of the City of Hayward Personnel Commission was called to order at 5:30 p.m. on Thursday, March 9, 2023, in Conference Room 2A via a Zoom conference call.

CITY STAFF:

Regina Youngblood, Assistant City Manager
Brittney Frye, Director of Human Resources
Ian Tecson, Deputy Director of Human Resources
Mary Morales, Human Resources Manager
Candi Jackson, Human Resources Administrative Assistant
Sangeetha Waltz, Deputy City Attorney II

Attendance	<u>REGULAR MEETINGS</u>			<u>SPECIAL MEETINGS</u>	
	Present 3.9.23 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	X	1	1	1	3
Robert Gaumer	X	2	-	4	0
Denise Thompson	X	2	-	3	1
*Randy Wright	X	2	-	4	0
Rachel Zargar	X	2	-	4	0
Jade Edwards	X	2	-	1	2
Lucy Woo	X	1	1	3	0

X = present O = absent

* Chair Person

AB 2449 TELECONFERENCE NOTIFICATIONS AND CONSIDERATION

1. Commissioner Zargar attended the meeting via Zoom based on a just cause circumstance.

PUBLIC COMMENTS

No live public comments received.

MINUTES

2. Review and Approve the February 2, 2023 Special Personnel Commission Meeting Minutes (ACTION)

(M/S/P) Zargar/Gaumer – Approved - 4 AYES, 1 ABSTENTION.

REPORTS

3. Review the Proposed 2023 Fiscal Year Agenda Planning Calendar

The Personnel Commission received the report.

ACTION ITEMS

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

Director of Human Resources Brittney Frye introduced the revised salary plan for FY23, which reflects salary adjustments for Crime Scene Specialists and Crime Scene Technician based on a letter of understanding between the City of Hayward and Service Employee International Union, Local 1021 (SEIU).

(M/S/P) (Wright/Woo) Adopt the Revised Classification Plan – Approved,
7 AYES.

(M/S/P) (Thompson/Woo) Recommended to Council for Approval – Approved,
7 AYES.

Chair Wright asked who sets the salaries on these classifications and how is it determined.

Director Frye answered that these classifications are already included in the salary plan, but, when these were brought to the Commission in December they were not reflective of the 3% COLA adjustment. Therefore, they have been revised to reflect the 3% COLA adjustment.

Chair Wright stated that these classifications are somewhat below the California average and that ours are very generous.

Mr. Cordell Hindler stated his support for this item.

COMMITTEE MEMBER/STAFF ANNOUNCEMENTS AND REFERRALS

City Council Liaison (Informational)

Council Member Syrop stated that the Hayward Chamber of Commerce is hosting a Downtown Street Party this Saturday at B and Main Streets to celebrate Hayward's 147th birthday. It will be held from 11am to 5pm, rain or shine. This event is put on by Leadership Hayward Class of 2023, which Council Member Syrop is a member of.

Director of Human Resources (Informational)

Director of Human Resources Brittney Frye proudly announced the newest addition to the Human Resources department, Mary Morales, Human Resources Manager. Human Resources Manager Morales gave a brief introduction of her work experience.

Chair Wright stated that on December 6th, Assistant City Manager Youngblood responded to his email that there is not a nepotism policy in place, but that it would be a priority for Director Frye once she came onboard. Chair Wright asked if there's an update on this nepotism policy.

Assistant City Manager Youngblood answered that there is not an update to date. However, the City is working with a consultant to update our personnel rules and administrative rules. She added that Deputy Director of Human Resources Ian Tecson will be spearheading the work with the consultant to make sure that we keep the project on pace that we prioritize the administrative rules that need to be addressed. She added that there are plans to draft an administrative rule that will deal with nepotism and how it is handled within the organization, around direct reporting relationships, etc.

Council Member Syrop asked if policy will be brought to the Personnel Commission for review once it has been drafted.

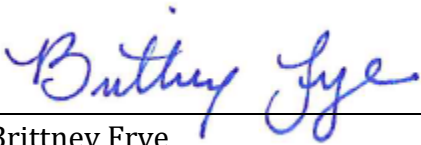
Assistant City Manager Youngblood answered that Personnel Rules will be shared with the Personnel Commission. However, Administrative Rules don't typically come before the Personnel Commission, but will need to be approved by Council.

Director Frye agreed with Assistant City Manager Youngblood that Administrative Rules do not come before the Personnel Commission. However, she added that the consultant and Deputy Director Tecson are working to see where this policy best fits and regardless of which body it falls into (Administrative Rules or Personnel Rules), an update will be provided to the Personnel Commission.

Commissioner Cortez stated that the Alameda County Deputy Sheriffs Activities League will be hosting an event on Friday, March 24th from 3pm-7pm at Hayward Adult School. She invited the Personnel Commission and City staff to attend.

ADJOURNMENT

Meeting was adjourned at 5:51 p.m.



Brittney Frye
Director of Human Resources