



**CITY OF HAYWARD  
PERSONNEL COMMISSION  
MINUTES  
Special Meeting  
Thursday, May 21, 2020  
Microsoft Teams Meeting (Virtual)**

A special meeting of the City of Hayward Personnel Commission was called to order virtually at 5:30 p.m. on Thursday, May 21, 2020, on a Microsoft Teams Video Conference Call.

**CITY STAFF:**

Maria Hurtado, Assistant City Manager/Interim Director of Human Resources  
Robin Young, Deputy Director of Human Resources  
Vanessa Lopez, Senior Human Resources Analyst  
Lisette Del Pino, Human Resources Analyst II  
Anthony Phillip, Human Resources Analyst II  
Seema Vashi, Assistant City Attorney  
Bryan Matthews, Police Captain  
Kristoffer Bondoc, Administrative Assistant II

<b>Attendance</b>	<b><u>REGULAR MEETINGS</u></b>			<b><u>SPECIAL MEETINGS</u></b>	
	<b>Present 5.21.2020 Special Meeting</b>	<b>Present to Date This Fiscal Yr.</b>	<b>Absent to Date This Fiscal Yr.</b>	<b>Present to Date This Fiscal Yr.</b>	<b>Absent to Date This Fiscal Yr.</b>
Allen Zargar	O	1	2	-	1
Erika Cortez	O	2	1	-	1
*Nicolia Gooding	X	3	-	1	-
Zheefong He	X	2	1	1	-
Robert Gaumer	X	2	-	1	-
Denise Thompson	X	2	-	1	-
Randy Wright	X	2	-	1	-

X = present    O = absent

\* Chairperson

**PUBLIC COMMENTS**

None.

## **APPROVAL OF MINUTES**

1. Approval of March 12, 2020 Meeting Minutes (Action)

(M/S/P) (Wright/Thompson) Approved – 5 AYES

## **REPORTS**

### City Council Liaison (Information)

Council Member Mark Salinas reported on the COVID-19 situation and the two fronts that the City was working on: testing and relief. He discussed the City's COVID-19 testing process and the care received by those who test positive. He informed the PC of the new partnership between the City of Hayward, Eden Health District, CSUEB, and La Familia in running the Hayward testing center.

Lastly, Council Member Salinas reported on relief and the City's financial situation. He discussed some of the relief funding provided to the City such as the \$1.2 million in CDBG Funding and the \$400k worth of grant money for relief efforts. He mentioned that Hayward is in a difficult spot regarding budget, much like other cities and counties. The City has been in talks with Labor Unions to make concessions; the Mayor and City Council have also made their own concessions for FY21. He painted a picture of the upcoming months and the projected slow start of the economy; the City's budget will probably not recover until next year.

Lastly, he expressed how proud he was of the high-alignment, high-impact work that all of the agencies have done in coming together to provide leadership, support, and meet the needs of some of our most vulnerable populations.

### Interim Director of Human Resources (Information)

Assistant City Manager/Interim Director of Human Resources Maria Hurtado shared some of the City's efforts to respond during the COVID pandemic for the community. She highlighted the City of Hayward Call Center, Food Distribution Drive-Thru's, Mask Distribution for Day Laborers, and shifts in Parking/Traffic Enforcement.

Assistant City Manager/Interim Director of Human Resources Hurtado informed the Personnel Commission that they will be conducting an Appeal Hearing at one of their upcoming Commission meetings, which would be a first for the City of Hayward. A training on how to hold a hearing is scheduled for the next regular meeting on June 11, 2020.

Commissioner Randy Wright asked whether the City will be considering a hiring freeze on all non-essential positions and scaling back non-essential services.

Council Member Mark Salinas replied that everything is currently on the table. The City Council has some difficult choices to make, and it is too premature to rule any ideas out. He provided an example of a choice that the Council may have to make in making the final payments to the City's CALPERS Retirement debt, or to defer them due to the situation.

Assistant City Manager/Interim Director of Human Resources Maria Hurtado added that early into the COVID crisis, during the April 14<sup>th</sup> Council Budget Work Session, the Council discussed a number of options to consider. These included a 6-month hiring freeze, deferring General Fund distribution to capital projects, and a 10-15% reduction in departments operating budgets. Currently, staff is preparing additional expenditure reduction options for Council to consider.

## **ACTION ITEMS**

### **2. Review the Revised Job Description for Police Captain**

Lisette Del Pino, Human Resources Analyst II gave an overview of the Police Captain job specifications and answered questions.

(M/S/P) (Thompson/Gaumer) Approved – 4 AYES, 1 NO (Wright).

Commissioner Wright asked questions about the position's high salary, the seemingly low 45lbs lifting requirement, and why we are not looking internally to recruit for the vacant Police Captain position.

Commission Chair, Nicolia Gooding asked whether the current vacant Captain position is already budgeted.

Police Captain, Bryan Matthews responded that internal candidates were being considered for this promotional opportunity and that the 35-45lbs of equipment is a standard requirement for every rank in the Police Department.

Deputy Director of Human Resources Robin Young answered that compensation is negotiated with bargaining units, and also reflects how much the community values our police force.

Human Resources Analyst II, Lisette Del Pino added that compaction between division and salaries are also considered; the City cannot collapse the salary differential between Lieutenants and Captains, as well as considering salaries of comparable jurisdictions. She also confirmed that the vacant Captain position is already budgeted, due to the retirement of a Captain.

The Commission agreed.

3. Review the Salary Plan for Fiscal Year 2020

Deputy Director of Human Resources, Robin Young gave an overview of the revised Salary Plan. The revised Salary Plan includes a salary adjustment to the Senior Airport Maintenance Worker classification in order to maintain a 10% differential to the Airport Maintenance Worker classification, and 5% equity adjustments for 35 classifications in IFPTE Local 21 as a result of a salary survey.

Commissioner Randy Wright asked about the impact on the budget, when these adjustments were negotiated, and whether they would be retroactive. He also asked why the labor unions did not negotiate these adjustments at a better time considering the situation, especially because City Council recently voted to delay the minimum wage until 2021.

Commission Chair, Nicolía Gooding asked for clarification on whether the retroactive payments were the reason for coming to a resolution with the bargaining units and where the funding is coming from.

Deputy Director of Human Resources, Robin Young responded that the current fiscal impact is an increased \$2,698 cost; she also reported that the FY 2021 fiscal impact to the Enterprise Fund will be \$175,161, and the fiscal impact to the General Fund will be \$120,000. The Finance department is aware of these fiscal impacts.

Senior Human Resources Analyst, Vanessa Lopez added that these adjustments were negotiated prior to 2018, and due to the MOUs and the unforeseen SIP order, the salary survey and agreement were late for Local 21, hence the retroactive payment.

Assistant City Manager/Interim Director of Human Resources, Maria Hurtado added that although attempting to negotiate with Unions on a benefit that is already in their MOU, is always an option. However, the focus of the discussions with the various labor groups over the last several weeks have focused on concessions around the upcoming July COLA, 80 hour furlough obligations or the equivalent value, due to the current situation.

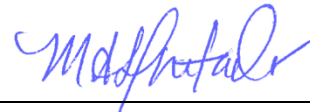
(M/S/P) (Gaumer/Thompson) Recommended to Council for Approval –  
4 AYES, 1 NO (Wright)

**COMMITTEE MEMBER/STAFF ANNOUNCEMENTS AND REFERRALS**

Commissioner Denise Thompson informed every one of her graduation.

## **ADJOURNMENT**

Meeting was adjourned at 6:27 p.m.



---

Maria Hurtado, Assistant City Manager/  
Interim Director of Human Resources