

**CITY OF BERKELEY
PERSONNEL BOARD MINUTES
DATE: March 2, 2020 TIME: 7:00 P.M.**

**Secretary: LaTanya Bellow, Human Resources Department
2180 Milvia Street, First Floor, Berkeley, CA 94704
(510) 981-6800 E-mail: LBellow@cityofberkeley.info**

I. Call to Order 7:01 P.M.

II. Roll Call

Members Present: Sharon Kidd (Chair), Mary Kay Lacey (Vice Chair) Darryl Bartlow, Robert Dixon, Sam Frankel, Aviva Gilbert, Jenny Wenk

Members Absent: None

Staff Present: Melanie Popper (Employee Relations Manager); Dana d'Angelo (Human Resources); Matthai Chakko (City Manager's Office); Tasha Tervalon (City Manager's Office); Jenny Seay (SEIU President, HHCS)

Public Attendance: None

III. Public Comments None

ACTION ITEMS:

IV. Approval of Minutes of Meeting on February 3, 2020

Action: MSC: (Dixon/Wenk) to approve the minutes of the meeting on February 3, 2020.

Vote: Ayes: Kidd, Lacey, Bartlow, Dixon, Wenk
Noes: None
Abstains: Gilbert, Frankel
Absent: None

V. Recommendation to Establish the Classification and Salary Range of Communications Specialist

Action: MSC: (Dixon/Wenk) to approve the recommendation to revise the classification and salary range of Communications Specialist, with the motion to change the position to exempt and remove the word "substantial".

Vote: Ayes: Kidd, Lacey, Bartlow, Dixon, Frankel, Gilbert, Wenk
Noes: None
Abstains: None
Absent: None

INFORMATION ITEMS:

VI. ERMA Update – Updates from Tasha Tervalon – Discussion Only

- VII. Director's Report – Updates from HR Director – Discussion Only
- VIII. Temporary Employee Report – Discussion Only
- IX. Copies of Berkeley Matters - Discussion Only
- X. New Agenda Items: Discussion of Items to be Placed on the Next Agenda – Discussion Only
- XI. Adjournment

Action: MSC: (Wenk/Kidd) to adjourn the meeting at 8:16 P.M.

Vote: Ayes: Kidd, Lacey, Bartlow, Dixon, Frankel, Wenk
Noes: None
Abstains: None
Absent: Gilbert (Left meeting at 8:10 P.M.)