

**CITY OF BERKELEY  
PERSONNEL BOARD MINUTES  
DATE: December 2, 2019    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](mailto:LBellow@cityofberkeley.info)**

I. Call to Order    7:03 p.m.

II. Roll Call

Members Present: Jenny Wenk (Chair), Sharon Kidd (Vice Chair), Darryl Bartlow, Robert Dixon, Aviva Gilbert, Sam Frankel, Mary Kay Lacey (late, 8:30 PM)

Members Absent: None

Staff Present: LaTanya Bellow (Director of Human Resources); David White (Deputy City Manager); Melanie Popper (Employee Relations Manager); Ravinder Rangi (Equal Employment Opportunity & Diversity Officer); Dana d'Angelo (Human Resources); Phil Harrington (Director of Public Works); Kelly Wallace (Deputy Director of HHCS); Dr. Jeffery Johns (Psychiatrist Supervisor, HHCS)

Public Attendance: Jose Martinez, Anita Martinez, Andrea Mullarkey

III. Public Comments    None

**ACTION ITEMS:**

IV. Approval of Minutes of Meeting on November 4, 2019

**Action:** MSC: (Kidd, Gilbert) to approve the minutes of the meeting on November 4, 2019

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

V. Approval of 2020 Personnel Board Meeting Schedule

**Action:** MSC: (Gilbert, Dixon) to approve the 2020 Personnel Board Meeting Schedule

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

VI. Request for Extension of Temporary Assistant Human Resources Analyst

**Action:** MSC: (Kidd, Gilbert) to approve the request for extension of Temporary Assistant Human Resources Analyst

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

VII. Recommendation to Amend the Classification of Senior Equipment Supervisor and Senior Electrical Supervisor

**Action:** MSC: (Dixon, Kidd) to approve the 2020 Personnel Board Meeting Schedule

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

VIII. Recommendation to Establish Mental Health Nurse Classification Series

**Action:** MSC: (Dixon, Kidd) to establish Mental Health Nurse Classification Series

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

IX. Recommendation to Approve Petition to Modify Unit to Accrete Legislative Aides (continued from the November 4, 2019 Personnel Board Meeting)

**Action:** MSC: (Gilbert, Kidd) to approve SEIU Local 1021 CSU's September 24, 2019 Petition to Accrete Legislative Aides/Assistants with the modification the inclusion of Legislative Aides Classification in this Unit does not change the At Will status as provided for in the Personnel Ordinance (MC 4.04.120)

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

**INFORMATION ITEMS:**

- X. Lobbyist Registration Ordinance (01/01/20) – Deferred to next meeting.
- XI. Annual EEO Workforce Report – Deferred to next meeting.
- XII. Director's Report – Updates from HR Director – Deferred to next meeting.
- XIII. Temporary Employee Report – Deferred to next meeting.
- XIV. Copies of Berkeley Matters - Deferred to next meeting.

XV. New Agenda Items: Discussion of Items to be Placed on the Next Agenda

- a. Announcement: Election for Chair and Vice-Chair to be held at the February 3, 2020 Personnel Board Meeting.

XVI. Adjournment

**Action:** MSC: (Wenk/Kidd) to adjourn the meeting at 8:40 p.m.

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