



City of San Leandro

Civic Center
835 East 14th Street
San Leandro, California

Minutes

Personnel Relations Board

Chair DeWayne Cornelious, At Large (1)
Vice Chair Louis Neira Heystek, At Large (1)
Orval Badger, At Large (1)
James Andrew Browne, At Large (1)
Chike Udemezue, At Large (1)

Thursday, January 21, 2021

5:30 PM

Access the meeting remotely using this URL
<https://sanleandro-org.zoom.us/j/83450579664>

The Personnel Relations Board conducted this meeting in accordance with the State Emergency Services Act, the Governor's Emergency Declaration related to COVID-19, and the Governor's Executive Order N-29-20 issued on March 17, 2020, to allow attendance by members of the Personnel Relations Board by teleconference, videoconference, or both.

1. CALL TO ORDER

The meeting was called to order at 5:35 p.m.

2. ROLL CALL

Chair Cornelious, Vice Chair Heystek, Members Badger and Browne participated in the meeting via remote video conference. Member Udemezue was absent.

Present 4 – Badger, Browne, Cornelious, Heystek
Absent 1 - Udemezue

3. PUBLIC COMMENTS

There were no public comments.

4. APPROVAL OF MINUTES

4.A. October 15, 2020

Member Heystek moved to approve the minutes of October 15, 2020; Member Browne seconded. The motion passed by the following vote:

AYE: 4

NAY: 0

5. EMPLOYMENT LISTS

No extensions were requested.

6. ADOPTION/REVISION OF CLASSIFICATIONS

- 6.A. Financial Services Manager (new)
- 6.B. Deputy Finance Director (eliminate)
- 6.C. Budget and Compliance Manager (eliminate)

Secretary Hung introduced Finance Director Susan Hsieh who joined the City in June 2020. Director Hsieh presented the proposal to create a new Financial Services Manager classification, which would replace the Deputy Finance Director and Budget and Compliance Manager classifications.

Members expressed concern that the elimination of the two classifications meant the Financial Services Manager would be responsible for a very wide range of duties. Director Hsieh explained that the new classification was written broadly to allow flexibility in assigning different finance responsibilities based on skill set. Currently, the department is staffed with an Assistant Finance Director who handles higher level duties and manages several finance divisions. The new Financial Services Manager would primarily be responsible for the budget, but may also be assigned supervision of other divisions depending on skill set. Secretary Hung also added that the title of Financial Services Manager was common among municipal agencies.

Member Browne moved to approve the Financial Services Manager classification as proposed and eliminate the Deputy Finance Director and Budget and Compliance Manager classifications; Vice Chair Heystek seconded. The motion passed by the following vote:

AYE: 4

NAY: 0

7. HUMAN RESOURCES MANAGER REPORT

- 7.A. Human Resources Activities: October - December 2020
- 7.B. Informational Listing: October - December 2020

Secretary Hung updated the Board on personnel and recruitment activities during the past quarter, which have been impacted by the COVID-19 pandemic. She also reported on several executive level changes in the organization. City Manager Jeff Kay left the City at the end of the December 2020. Fran Robustelli was hired as the Interim City Manager while a recruitment of a permanent City Manager is in progress. Library Director Theresa Mallon and Police Chief Jeff Tudor also announced their upcoming retirements.

8. MEMBER COMMENTS

Member Badger suggested closing the meeting in memory of Tom Guarino, who was the former CEO of the San Leandro Chamber of Commerce. Members shared their memories of Mr. Guarino and his accomplishments for the San Leandro community.

9. ADJOURNMENT

The Personnel Relations Board meeting was adjourned in memory of Tom Guarino at

6:13 p.m.

MEETING ACCESSIBILITY