



# 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)*

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Thursday, October 21, 2021

5:30 PM

Access this meeting remotely using this URL:  
<https://sanleandro-org.zoom.us/j/87347187341>

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This meeting is being held 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.

If you would like to speak on an agenda item, you can access the meeting remotely. Join from a PC, Mac, iPad, iPhone, or Android device by using this link: <https://sanleandro-org.zoom.us/j/87347187341>. If you do not wish for your name to appear on the screen, then use the drop-down menu and click on "rename" to rename yourself to be anonymous.

Or join by phone: 877-853-5247 (Toll Free) or 888-788-0099 (Toll Free). Enter Meeting ID: 873 4718 7341. NOTE: Your phone number will appear on the screen unless you first dial \*67 before dialing the numbers as shown above.

If you want to comment during the public comment portion of the agenda, Press \*9 and we will select you from the meeting queue. The City wants you to know that you can also submit your comments. Members of the public may submit written comment under eComment. To leave a comment, users click on eComment on the City of San Leandro - Calendar ([legistar.com](http://legistar.com)) agenda page, select the item they wish to comment on and submit their written comment. eComment begins at 10:00 a.m., Monday, October 18, 2021 and closes at 11:59 p.m., Wednesday, October 20, 2021 immediately prior to the upcoming regularly scheduled PRB meeting. All Public comment submitted by the deadline will be distributed to the PRB members no later than 3:00 p.m. on the day of the meeting and will be made part of the official record. Written public comment will not be verbally read out loud.

#### 1. CALL TO ORDER

*The meeting was called to order at 5:31 p.m.*

**2. ROLL CALL**

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

**Present 5 – Badger, Browne, Cornelious, Heystek, Udemezue**

**3. PUBLIC COMMENTS**

*There were no public comments.*

**4. APPROVAL OF MINUTES****4.A. July 15, 2021 meeting**

**Vice Chair Heystek moved to approve the minutes of July 15, 2021 revising the word ‘postpone’ to ‘table’ in Item 7; Member Browne seconded.**

**The motion passed by the following vote:**

**AYE: 5**

**NAY: 0**

**ABSENT: 0**

**ABSTAIN: 0**

**5. EMPLOYMENT LISTS****5.A. None****6. ADOPTION/REVISION OF CLASSIFICATIONS****6.A. Water Pollution Control Manager (revisions)**

*Secretary Hung introduced Public Works Director Debbie Pollart to present the proposed specification changes for Water Pollution Control Manager. Director Pollart discussed the need for the Water Pollution Control Manager to possess a Grade IV or V California Wastewater Treatment Plant Operator's Certificate to allow for redundancy within the Division in case someone is out. She also addressed including explicit language that acknowledges that the Water Pollution Control Manager is the state-designated Chief Plant Operator.*

*Vice Chair Heystek acknowledged the revised language “Provides leadership through teamwork, motivation, and by example” in the section “Supervision Exercised and Received” would be better suited in the “Ability to” section. He also proposed that the revised language “Develops values that promote the City Council Goals and priorities of the department and succeeds in achieving department objectives” in the “Supervision Exercised and Received” section would be better suited in the “Essential Functions” section.*

**Vice Chair Heystek moved to approve the proposed revisions to the Water Pollution Control Manager specification with the above changes; Member Badger seconded.**

The motion passed by the following vote:

AYE: 5  
NAY: 0  
ABSENT: 0  
ABSTAIN: 0

- 6.B. Police Recruit Trainee (revisions)
- 6.C. Police Officer (revisions)
- 6.D. Police Sergeant (revisions)
- 6.E. Police Lieutenant (revisions)
- 6.F. Police Captain (revisions)

*Secretary Hung introduced Police Chief Abdul Pridgen and Acting Lieutenant Anthony Morgan to present the revised changes to the Police Recruit Trainee, Police Officer, Police Sergeant, Police Lieutenant, and Police Captain specifications. Police Chief Pridgen acknowledged that the proposed changes to these specifications align with his vision for the department as well as highlighting that community engagement is a priority not only in AB 846, but within the San Leandro Police Department. He also shared that these specifications were presented to the Chief's Advisory Board and they were given an opportunity to provide any feedback.*

*Chair Cornelious verified with Member Badger that the clarification he requested from the last meeting pertaining to the experience requirement for Police Captain met his satisfaction to which Member Badger replied in the affirmative.*

**Member Browne moved to approve the proposed revisions to the Police Recruit Trainee, Police Officer, Police Sergeant, Police Lieutenant, and Police Captain specifications; Member Badger seconded.**

The motion passed by the following vote:

AYE: 5  
NAY: 0  
ABSENT: 0  
ABSTAIN: 0

## **7. HUMAN RESOURCES MANAGER REPORT**

- 7.A. HR Activities: July - September 2021
- 7.B. Informational Listing: July - September 2021

*Secretary Hung updated the Board on personnel and recruitment activities during the past quarter and noted how the competitive job market is making it more challenging to recruit. Staff continues to focus on COVID protocols which include managing the*

*mandatory disclosure policy for vaccination or weekly testing for those employees who are not vaccinated. Secretary Hung noted that 85% of staff is now fully vaccinated and the City Hall will be reopening its doors on November 1, 2021. Staff is also busy with labor negotiations with some of the bargaining groups and addressing diversity, equity, and inclusion initiatives in partnership with SEED Collaborative.*

## **8. MEMBER COMMENTS**

**The Board shared well wishes for a wonderful holiday season with one another and thanked staff for their continued commitment and work.**

## **9. ADJOURNMENT**

*The Personnel Relations Board meeting was adjourned at 6:19 p.m.*