

NOTICE

COMPTON CITY COUNCIL AGENDA Tuesday, January 04, 2011 5:45 PM

HEARING(S)

OPENING

ROLL CALL

INTRODUCTION OF SPECIAL GUESTS

PUBLIC COMMENTS ON AGENDA ITEMS AND NON-AGENDA MATTERS

CONSENT AGENDA

Consent items are routine and expected to be non-controversial. They will be acted upon by the Council at one time without discussion unless a Council Member requests an item be removed or discussed.

APPROVAL OF MINUTES

1. December 7, 2010

REPORTS OF OFFICERS AND COMMISSIONS

2. PERSONNEL BOARD MINUTES -
February 18, 2010
March 18, 2010
April 15, 2010
April 22, 2010
May 20, 2010
June 17, 2010
July 15, 2010
July 29, 2010
August 19, 2010
September 16, 2010
September 30, 2010
October 21, 2010
October 27, 2010
November 18, 2010

APPROVAL OF WARRANTS

3. Warrant #195285 - Date - 12/23/10 - Name - Veracity Wireless Inc. -
Description - Annual GPS Tracking Services - Amount - \$12,574.80 -
Requested by: Public Works

Warrant #195310 - Date - 12/23/10 - Name - Willie Forge - Description -
Operation of Snack Shop at golf course for Fiscal Year - Amount -
\$10,500.00 - Requested by: Recreation

Total Amount of Warrants - \$23,074.80

END CONSENT AGENDA

REPORTS OF OFFICERS, BOARDS, COMMISSIONS AND COMMITTEES

CITY MANAGER'S REPORT

CITY ATTORNEY'S REPORTS

CLOSED SESSION

4. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION
Gonzalez al vs. City of Compton, LASC Case No. BC450494
Pursuant to California Government Code Section 54956.9

CITY TREASURER'S REPORTS

UNFINISHED BUSINESS

NEW BUSINESS

COUNCIL COMMENTS

ADJOURNMENT

NEXT REGULAR MEETING: Tuesday, January 11, 2011 @ 5:45 PM.

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DECEMBER 7, 2010

The City Council meeting was called to order at 8:55 p.m. in the Council Chambers of City Hall by Mayor Eric Perrodin.

ROLL CALL

Council Members Present: Calhoun, Dobson, Arceneaux, Jones, Perrodin

Council Members Absent: None

Other Officials Present: C. Cornwell, A. Godwin, W. Norfleet

COMMENDATORY RESOLUTIONS/PRESENTATIONS

1. **POWER POINT PRESENTATION** - Barbara Romero, Compton Creek Natural Park Project at Washington Elementary School (Mountains Recreation and Conservation Authority (MRCA)

Barbara Romero, Chief of Urban Projects and Watershed Planning for the MRCA, stated that the MRCA is a joint powers authority of the Santa Monica Mountains Conservancy whose focus is to create, preserve and manage open space. Ms. Romero proposed a collaborative effort between the City of Compton, Compton Unified School District, MRCA and the Los Angeles Conservation to integrate more green space at Washington Elementary School. She informed the City Council that a selection of activities for the students, parents and teachers of Washington Elementary have already been incorporated to ensure long-term maintenance of the park space. She indicated that Phase IA of the project would be funded by the State and the County of Los Angeles' Park and Open Space fund. Construction for approximately two acres of the site will begin at the start of the new year with the implementation of a Satellite Office and Project Maintenance Team for guaranteed continued maintenance of this project and future projects. She concluded that the next community meeting for the Design of the Washington Elementary Natural Park would be tentatively held on January 22, 2011.

Councilperson Arceneaux expressed her excitement for the culmination of natural park space at Washington Elementary. Ms. Arceneaux also asked that the facade area of the school be considered a part of the project area.

Councilperson Calhoun referenced a previous discussion with project managers, Liz and Melissa and her suggestions for a reclamation plant in the City of Compton and inquired about any progress. Ms. Romero stated that they are currently working with their consultants to carry out her recommendation.

2. **POWER POINT PRESENTATION - Dr. Matthew Harris**, Project IMPACT, Tutorial Services at City Parks

Dr. Matthew Harris, introduced Project IMPACT and the services that they would be providing to the citizens of Compton. Mr. Harris informed the City Council that they are one of the lead agencies working with the Department of Family and Children Services. He cited that they are a faith-based organization with a contract with the Compton Unified School District. Mr. Harris invited the Compton community to take advantage of the tutorial, counseling and mentoring services to be provided at no cost to the citizens of Compton at each of the following parks: Burrell McDonald Park, Gonzales Park, Lueders Park and Kelly Park.

For additional information please contact your local park administrator.

PUBLIC COMMENTS ON AGENDA ITEMS AND NON-AGENDA MATTERS

Joyce Kelly, Compton resident, I too want to say how sad and sorry I am that Javier died, because I knew him and appreciated his services. In fact, he came to the hospital to see me one time. Under this agenda, time and time again we complain that things weren't being done properly in CRA.

#1.

And now after L.A. Times reports on it, then you see something then all of sudden what Dr. Kofi had done seems to be wrong when all you are to blame. But the issue with what is being done in that department continues to be. I've asked time and time again, is there a Section 8 what's going on with the Section 8, but I have to wait till L.A. Times come out and tell us what's going on. But I discovered in some minutes from October the 12th under UCDC it has where we were sort of threatened I think, one might say Mr. Mayor about not talking about people who weren't public figures and I think by now we know who is and who is not a public figure. I see also that under this agenda there is also planning that's being done and I've asked time and time again about tax allocation bonds and why is it a continuous thing to keep changing because I know, you know, we know that the bonds that were spent that were sold to build that senior center had been; some of the money had been quoted or misappropriated for that 19.5 million to bring your Compton police department back. Now last week here's this company who you say, well you can't have the contract the way we saw it. I just want to know if the funds from the bonds; is it something that is concrete? Is it tangible? Is it in existence, or has someone run away with it? Because like I said nothing's getting done in Compton except out here where you voted on a resolution to put this beautification along the railroad tracks. It's only a disguise because everyone knows that it was to prevent parking. There's no parking for people to come to council meetings. It was to prevent the media from parking out there you know, especially after we had that very successful press conference in August that went nationwide via television, radio, and internet and anything else and everything else. But whatever you do, whatever you're planning for, remember this, one way or another we're going to find out. And sooner or later, Mr. City Manager be careful, because you can become another Rizzo. You know? The City Manager from the City of Bell following in the footsteps under your dictator Mayor Eric Perrodin. Thank you.

Lynn Boone, Compton resident, under the City Council agenda, citizens I'm going to address some items. But first, I would like to tell the citizens and the public; when I come up here to speak its not to change anyone's mind or ideas. I just feel that the citizens should know what's going on in their community. You know knowledge is power and it just seems that this Mayor and Council does not want the citizens to actually know what's going on in the City of Compton. I want to give thanks to Ms. Kelly and Mr. Kemp for feeling the same way and trying to get the word out to the citizens as to what is being done in this City. On this agenda under the minutes, there was an item that was addressed on Number Twelve and it was removed, but it was regarding the contract for the security in the parks which last year and Ms. Dobson questioned that, the contract was signed under the United States Security and this one that was presented on that night was going to be R.B.W. Security. R.B.W. Security is Reggie Wright. I don't know if any of the citizens or any of the council people remember who that is, but I think that that was the partner of the Mayor when he was a police officer. And once again here we go with contracts being given to friends and family. Although, the Mayor did go through the ritual of like you know I don't want this to pass, I want to go out and get bids that was because the Mayor was not going to sign on the contract that night. But I want to give credit to Ms. Dobson for at least addressing the question, as if this was the name of the same security company. Then moving on, Number Five under the agenda is addressing the Gaming Commission. I don't know why this is not being placed under the Gaming Commission and being voted on under the council agenda. Citizens, I just want to make a comment as well. I have been watching other previous meetings from the City Council under the council agenda. And on several occasions, the Mayor had made comments about he wanted things to be done for the best of the citizens. For the best of the citizens. Sometimes that statement and that judgment is very questionable, because a lot of things that have been done here in this City and that are attempting to be done is not the best of the citizens. Not at all. All of these changes that have been made toward addressing you and the citizens for the council meetings from April of last year until now has been many, many, many. If it was for the best for the citizens all of those changes; if you would have put that effort into what's needed in this City we'd be a fantastic City right now. All for the good, for the citizens. It just doesn't run by me too well. It's not happening here. Trying to bring back the Compton Police is not good for the citizens at all.

The memo from Mr. Norfleet addressing trying to get the money together for it, it's not there. And then if it's always for the good for the citizens, why would you release a serial killer in the midst of the community as Deputy D.A. if you're always for the good of the citizens. Thank you.

William Kemp, Compton resident, I think one day Mr. Perrodin you and Lynn Boone gonna get together and dance. (Mayor Perrodin) I didn't hear you, Mr. Kemp. (Mr. Kemp) I said one day you guys gonna get together and dance. (Mayor Perrodin) I doubt that, Mr. Kemp. (Mr. Kemp) You know, I was a little curious. I haven't been here in a month. Mrs. Kemp needed my help at home. I'm a father first and I had a few act ups, so I had to do some straightening up. But the last time I was here I was a little dumb-founded much like Ms. Boone; and Ms. Dobson asked the question and I thought it was a good question; is that United States Security was the company that had the contract the previous year and then I saw R.B.W, which was to replace them but then I found out they were a subcontractor of them. And now, I know we're playing this little game with the two dollars cheaper on security services. Now Mayor Perrodin again, I don't come here to fight with you but the facts are the facts, that's a buddy of yours that's being given a contract, or that's being put in front of another contractor now. I don't know if the council's aware of that, but I'm just here to make the council aware of that. Now should that preclude him from the contract? No, not just because he's a friend of yours, because if he was a friend of mine and he did a good job, I'd want him to have a contract too, but this just seems to be a reoccurring event in these chambers. I'm also worried about Number Seven; G.K. I'm wondering if this is G.K.K. that was in the school district. If this is the same contractor because that was the same kind of service that they performed in the district and the schools look no different after the 700 million dollars that they had to replace the schools then they did before they started. So, I would just be leery on item Number Seven because it was a ton of change of orders that came back to the school district. I mean a ton. A truckload. And this Community Block Grant compliance service for the restroom, I didn't understand what the ADA women's restroom was, if I could have that explained to me. And something else I'd like to say this; you know me, Ms. Boone, Ms. Kelly have come here and we've brought up issues and we've been attacked. We've even restructured the old council meeting to deal with us. We've pointed out issues in redevelopment. When I had the press here I told them that, that was the house of ill-repute and that is where they do their dirty work. Now Mr. Kofi isn't here and I heard your comments Mayor Perrodin and if I wasn't looking at the TV. I could have sworn it was myself talking, because it was the same comments I had been making about redevelopment for the last two or three years. And I was called negative, people want to bring Compton down and then the council, lead council is making the same remarks that I was making. You might want to go back and look at the minutes, as to what I said and look at the minutes of what you said on that day and you'll swear it was the same person talking. So we don't always disagree. I'd like to also end in the memory today of the four victims of John Wesley Ewell.

Pastor Bryon L. Smith Sr., Curry Temple C.M.E. Church, thanked the City Council for their support of his church and congregation.

Mayor Perrodin invited the residents and parish community to participate in the "Monthly Pastor's Breakfast" to be held Saturday, December 18, 2010 at the Crystal Park Casino beginning at 8 a.m. All attendees are asked to R.S.V.P. at (310) 605-5597.

CONSENT AGENDA

ITEMS REMOVED FROM THE CONSENT AGENDA - Item Number Six was removed for corrections.

On motion by Arceneaux, seconded by Jones, the Consent Agenda was approved, by the following vote on roll call:

AYES: Council Members - Calhoun, Dobson, Arceneaux, Jones, Perrodin

NOES: Council Members - None

ABSENT: Council Members - None

APPROVAL OF MINUTES

3. November 9, 2010

CITY FIRE DEPARTMENT

- 4. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT AND THE ISSUANCE OF A PURCHASE ORDER BETWEEN THE CITY OF COMPTON AND HBJ ASSOCIATES FOR CDBG COMPLAINEE SERVICES FOR ADA WOMEN’S RESTROOM AT FIRE STATION 4 (Resolution # 23,252)

CITY MANAGER

- 5. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON EXTENDING THE MODIFIED GROSS REVENUE LICENSE FEE FOR THE CRYSTAL CASINO AND HOTEL (Resolution # 23,253)

PUBLIC WORKS-ENGINEERING

- 7. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH GK & ASSOCIATES FOR CONSTRUCTION MANAGEMENT AND INSPECTION SERVICES FOR THE TRAFFIC SIGNAL UPGRADE PROJECT (CIP# 06-06C & CIP# 06-06R) AND AUTHORIZING THE CITY MANAGER TO ENTER INTO A PROFESSIONAL SERVICE AGREEMENT (Resolution # 23,254)

Councilperson Calhoun questioned if there were any letters missing in the initials GK & Associates.

Wendell Johnson, Director of Public Works Department, asserted that there were no letters missing in this company’s name.

Councilperson Calhoun also inquired about any previous work performed by this company. Mr. Johnson indicated that they had recently performed the construction management and inspection services on the A.R.A. project.

Councilperson Calhoun asked Mr. Johnson if this company was related in any way to GKK & Associates. Mr. Johnson affirmed that the two companies were unrelated.

- 8. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON ACCEPTING THE BID FROM LOS ANGELES ENGINEERING, INC. FOR THE CONSTRUCTION OF THE GREENLEAF CORRIDOR IMPROVEMENT PROJECT (CIP# 08-02) AND AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT AGREEMENT (Resolution # 23,255)

WATER DEPARTMENT

- 9. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON AUTHORIZING THE CITY MANAGER TO TRANSFER FUNDS BETWEEN ACCOUNTS IN THE WATER DEPARTMENTS 2010/11 FISCAL YEAR BUDGET (Resolution # 23,256)

APPROVAL OF WARRANTS

- 10. Warrant #194139 - Amnet Environmental - Project: State Geotracker System Groundwater Monitoring - \$27,238.78 - Requested by: City Attorney
Warrant #194317 - Valverde Construction - Emergency Sewer Repair Van Ness, Elm and Rosecrans, January 2009 - \$250,254.98 - Requested by: Public Works

Total Amount - \$277,493.76

ITEMS REMOVED FROM THE CONSENT AGENDA

HUMAN RESOURCES

6. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON
APPROVING AMENDMENTS TO THE POSITION CLASSIFICATION PLAN
(REMOVED)

END OF THE CONSENT AGENDA

REGULAR AGENDA

CITY MANAGER'S REPORT - There were no City Manager's Reports.

CITY ATTORNEY'S REPORTS

CLOSED SESSION

11. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION
One (1) Potential Case
Pursuant to California Government Code Section 54956.9(b)

On motion by Arceneaux, seconded by Jones, closed session was approved, by the following vote on roll call:

AYES: Council Members - Calhoun, Dobson, Arceneaux, Jones, Perrodin

NOES: Council Members - None

ABSENT: Council Members - None

UNFINISHED BUSINESS - There was no Unfinished Business.

NEW BUSINESS

12. AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF COMPTON
DELETING SECTION 8-10 OF CHAPTER VIII AND AMENDING SECTION 7-9 OF
CHAPTER VII OF THE COMPTON MUNICIPAL CODE TO DECLARE A MOTOR
VEHICLE A NUISANCE SUBJECT TO SEIZURE AND IMPOUNDMENT WHEN
THE VEHICLE IS INVOLVED IN THE COMMISSION OF ONE OR MORE CRIMES
RELATED TO ILLEGAL DUMPING (First Reading)

On motion by Arceneaux, seconded by Jones, to waive the reading of the ordinance in full, by the following vote on roll call:

AYES: Council Members - Calhoun, Dobson, Arceneaux, Jones, Perrodin

NOES: Council Members - None

ABSENT: Council Members - None

On motion by Arceneaux, seconded by Jones, "AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF COMPTON DELETING SECTION 8-10 OF CHAPTER VIII AND AMENDING SECTION 7-9 OF CHAPTER VII OF THE COMPTON MUNICIPAL CODE TO DECLARE A MOTOR VEHICLE A NUISANCE SUBJECT TO SEIZURE AND IMPOUNDMENT WHEN THE VEHICLE IS INVOLVED IN THE COMMISSION OF ONE OR MORE CRIMES RELATED TO ILLEGAL DUMPING" was placed on first reading by title only, by the following vote on roll call:

AYES: Council Members - Calhoun, Dobson, Arceneaux, Jones, Perrodin

NOES: Council Members - None

ABSENT: Council Members - None

#1.

13. AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF COMPTON AMENDING SECTION 7-7 OF CHAPTER VII OF THE COMPTON MUNICIPAL CODE DECLARING A MOTOR VEHICLE A NUISANCE SUBJECT TO SEIZURE AND IMPOUNDMENT WHEN THE VEHICLE IS INVOLVED IN THE COMMISSION OF ONE OR MORE CRIMES RELATED TO PROSTITUTION
(First Reading)

On motion by Arceneaux, seconded by Jones, to waive the reading of the ordinance in full, by the following vote on roll call:

AYES: Council Members - Calhoun, Dobson, Arceneaux, Jones, Perrodin

NOES: Council Members - None

ABSENT: Council Members - None

On motion by Arceneaux, seconded by Dobson, "AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF COMPTON AMENDING SECTION 7-7 OF CHAPTER VII OF THE COMPTON MUNICIPAL CODE DECLARING A MOTOR VEHICLE A NUISANCE SUBJECT TO SEIZURE AND IMPOUNDMENT WHEN THE VEHICLE IS INVOLVED IN THE COMMISSION OF ONE OR MORE CRIMES RELATED TO PROSTITUTION" was placed on first reading by title only, by the following vote on roll call:

AYES: Council Members - Calhoun, Dobson, Arceneaux, Jones, Perrodin

NOES: Council Members - None

ABSENT: Council Members - None

COUNCIL COMMENTS

Councilperson Jones announced that the City of Compton would be hosting an "Old Fashioned Christmas Party" for the senior citizen community to be held on Thursday, December 9, 2010 at the Crystal Casino Hotel.

Councilperson Jones also announced that Mark Ridley-Thomas would be hosting his "Annual Christmas Tree Lighting Ceremony" to be held on Friday, December 10, 2010 at the Multi-Service Ambulatory Care Center beginning at 5 p.m.

Councilperson Jones also encouraged the Compton community to participate in the "Annual Compton Christmas Parade" to be held on Saturday, December 11, 2010 beginning at 11 a.m.

Councilperson Calhoun indicated that the City Council has yet to receive any meeting minutes from a certain department since December 2010. She stated that those minutes were dated back to December 2009 and questioned when they would be brought up to date. Ms. Calhoun also commented on an email she received regarding a certain position within the classification study. She assumed that maybe she wasn't supposed to receive the email, therefore she asked that City employee's be mindful of their email recipient lists.

Councilperson Calhoun thanked everyone who participated in the "Annual Winter Wonderland & Toy Giveaway Event" held last week. Ms. Calhoun asked that the City Manager locate a homeless shelter in the City that would benefit from the remaining toys.

Councilperson Calhoun announced that the City of Compton has an opportunity to build a museum of artifacts of African and Latino Americans baseball players. She asked that the Mayor and City Council consider constructing a "Multi-Ethnic Baseball Museum" in each of the district parks to commemorate this great time in history. She also recommended that Compton Unified School consider collaborating with the City to ensure that the youth have the opportunity to witness African American and Latino American contributions to baseball.

Councilperson Arceneaux commended everyone that ensured the success of the "Breakfast with Santa & Toy Giveaway Event" held last Saturday.

Councilperson Arceneaux stated that the anticipated infrastructure construction on Northwood Street is underway, however she noted that there has been no construction work performed on the street for the past two weeks. She stated that the contractor's equipment has been left unattended; therefore the youth in the community are playing on the equipment. She asked that this issue be addressed immediately.

Wendell Johnson, Director of the Public Works, explained that there have been some unexpected poor soil conditions on Northwood. He indicated that after contacting the department's consultant to determine how to resolve this issue, staff subsequently received various alternatives and anticipates resuming construction early next week.

Councilperson Arceneaux maintained that it is imperative that someone monitor the equipment.

Councilperson Arceneaux indicated that she had been receiving phone calls regarding the sale of council meeting recordings. Ms. Arceneaux stated that after a discussion with the City Clerk, she discovered that the City Clerk's Office would no longer be selling DVDs, because of the lawsuit filed by American Media over the cost of the DVDs.

Councilperson Dobson announced that the Compton Block Club Commission would be hosting their "Annual Christmas Decorations Contest" during the month of December. She asked that all residents interested in this joyous opportunity call (310) 605-6329 for additional information.

Councilperson Dobson invited the community to participate in Faith Harvest Ministries' "Holiday Blessings" to be held on Friday, December 24, 2010 at Jerry's Liquor Store. For more information, please call (310) 438-2650.

Councilperson Dobson commended the City staff for hosting a successful "Christmas Tree Lighting Ceremony" last Thursday.

Councilperson Dobson sent her condolences to the Perez family.

Councilperson Dobson announced that she would be hosting her "Annual Caroling in the Park Event" to be held on Thursday, December 16, 2010 at Lueders Park beginning at 6 p.m.

Mayor Perrodin requested that the meeting be adjourned in the memory of long time resident, Annie L. Sutherland.

Mayor Perrodin expressed his gratitude to all of the citizens that attended the "Annual Christmas Tree Lighting Ceremony" last Thursday.

Mayor Perrodin mentioned that the "Annual Compton Christmas Parade" would begin at Bullis Road and Compton Boulevard at 10 a.m.

Mayor Perrodin addressed a comment that was made by an individual during audience comments that attacked his character. The Mayor stated that if in fact, Reggie Wright is the owner of R.B.W. Security he will treat the contract without bias.

Mayor Perrodin affirmed that anyone he deems to be good for the City will be brought in through the front door.

On motion by Arceneaux, seconded by Jones, the meeting was recessed to closed session at 7:13 p.m., by the following vote on roll call:

AYES: Council Members - Calhoun, Dobson, Arceneaux, Jones, Perrodin

NOES: Council Members - None

ABSENT: Council Members - None

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The meeting was reconvened at 8:54 p.m.

Council Members Present: Dobson, Arceneaux, Perrodin
Council Members Absent: Calhoun, Jones

REPORT OUT OF CLOSED SESSION

Craig Cornwell, City Attorney, stated that council met in closed session regarding Conference with Legal Counsel, Anticipated Litigation with One (1) Potential Case discussed pursuant to California Government Code Section 54956.9(b). There was no reportable action to read out from this matter.

ADJOURNMENT

On motion by Dobson, seconded by Arceneaux, the meeting was adjourned at 8:55 p.m. in the memory of **Captain Javier Perez** and **Annie L. Sutherland**, by the following vote on roll call:

AYES: **Council Members - Dobson, Arceneaux, Perrodin**
NOES: **Council Members - None**
ABSENT:**Council Members - Calhoun, Jones**

Clerk of the City Council

Mayor of the City Council

PERSONNEL BOARD – CITY OF COMPTON
COUNCIL CHAMBERS – COMPTON CITY HALL
REGULAR MEETING
FEBRUARY 18, 2010

CALL TO ORDER

The Personnel Board of the City of Compton held a meeting on Thursday, February 18, 2010, in the City Hall Council Chambers, located at 205 South Willowbrook Avenue, Compton, California. The meeting was called to order by Chairperson Martha Quinn at 6:11 p.m.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Mr. McReynolds.

ROLL CALL

MEMBERS PRESENT: Barbara Banks, Ernest Baker, Willie McReynolds, Margaret Mitchell, Martha Quinn

MEMBERS ABSENT: None

STAFF PRESENT: Celia Francisco, Deputy City Attorney II,
Legal Advisor to the Board

Ruth Rugley, Chief Deputy City Attorney

Kareemah Bradford, Human Resources
Director, Clerk to the Personnel Board

CITY OFFICIALS PRESENT: None

APPROVAL OF MINUTES OF PREVIOUS MEETINGS

January 15, 2009, Regular Meeting
February 19, 2009, Regular Meeting
April 9, 2009, Special Meeting
May 7, 2009, Special Meeting
July 9, 2009, Special Meeting
December 17, 2009, Regular Meeting

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Personnel Board Minutes
February 18, 2010
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Ms. Quinn explained some of the minutes had been pulled previously. There were 21 meetings to go through and confirm that everything had been done, and these were moved to January when there was a quorum. The approval of minutes was taken collectively.

On motion by Mitchell, seconded by Banks, the minutes for January 15, 2009, Regular Meeting; February 19, 2009, Regular Meeting; April 9, 2009, Special Meeting; May 7, 2009, Special Meeting; July 9, 2009, Special Meeting; and December 17, 2009, Regular Meeting, were approved by the following vote on roll call:

AYES: Board Members - Banks, McReynolds, Quinn, Mitchell
NOES: Board Members - None
ABSTAIN: Board Members - Baker

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

1. Oral and Written Communications, Reports, and Requests

A. Report from City Manager on status of Temporary Appointments and Exemptions

Ms. Bradford explained that per a request of the Board and the City Attorney and Controller, Human Resources completed a report and is working on a process whereby temporary appointments will expire so the department can be notified within a specified time period that the Controller's office is no longer to pay that person after the specified date. If the department allowed that person to come to work, the department head would be held responsible. This will result in a new control.

The process being worked on would require the Controller to no longer pay that person after the specified expiration date. If the department allowed the person to come to work after the expiration date, only the department head has the authority to terminate. Ms. Bradford explained that even if Human Resources Department is aware of the expiration date, the Human Resources Department cannot terminate. Human Resources can prepare paperwork, but if it is not signed, Human Resources Department does not have the authority to terminate.

Ms. Bradford said the policy they are working on will make it clear this is an illegal act if the department head allowed someone who is not authorized to work for the City; and as the appointing authority, that department head will be in violation of the policy. She assured the Board the policy will be clear and the City Attorney and Controller will be part of the process and participate on the judging panel.

Ms. Quinn applauded Ms. Bradford for making this effort, and she pointed out there are consequences to the department head for keeping someone beyond the allowed time limit.

Mr. McReynolds also applauded this effort and was hopeful the City will not have to deal with this issue too much longer, once the policy is put into place.

On motion by McReynolds, seconded by Mitchell, the motion to receive and file the report of temporary appointments and exemptions was approved by the following vote on roll call:

AYES: Board Members - Banks, Baker, McReynolds, Mitchell, Quinn
NOES: Board Members - None

B. Requests for Temporary Appointments

Ron Johnson, Business Representative of Local 2325 and 3947, for both management and non-management, spoke to the Board regarding temporary employment. Mr. Johnson said the list includes 7 non-management positions and 5 management positions out of the 18 positions. Therefore, two-thirds of the list belongs to the departments he represents, and he wanted to be sure he understood the situation.

Specifically, he asked why the classified positions have not been filled yet and why it is still necessary for some of these positions. He cited the Labor Relations Analyst position has been vacant for almost 18 months, and Risk Manager has been vacant for over 12 months. He said he was approached several times and asked why these classified positions were not filled.

Ms. Bradford responded that the City is waiting for classifications to be passed with the City Council. The City Council has looked at this issue several times, the first in July of 2009. The appointing authorities wanted the new classification group; and before the Personnel Board approves the

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positions, they need to wait for the ADA requirements. Currently, the City is working with the appointing authority to work with alternatives to get the right person.

Mr. Johnson asked to address the Board and inquired about some of the long-term vacancies. Ms. Bradford responded that was exactly why the classification study was being done, and the recommendation in early 2009 was to see about titles and specs. Mr. Johnson said he needed to move on with recruitment. She explained that she reopened the Labor Relations Analyst, is almost finished with recruitment, and has somebody doing the job.

Mr. Johnson did not understand why this problem is still ongoing. Most appointments are 90 days, and then they are exempt for 6 months. He has been with the City for two years now, and in the first meeting he addressed the Board about this issue. Again he asked why the classifications of positions are not being filled, and he said he felt some amounts of time of vacancy were egregious.

Ms. Bradford replied the recruitments they are working on are the answer. The City has been waiting since July for classifications to be complete. The request was made to get some positions pushed through because some positions would impact City services and recruitment. In addition, she pointed out the City recruited under the old classifications but didn't have enough people to get specs changed or upgrade the salary. Specifically, the Public Works Department and Parks and Recreation Department had discussions concerning other possible ways to get the Maintenance Worker positions recruited for, so the employment authority could get the recruitments, and Human Resources has been working with the employment authority.

Ms. Bradford said as late as August of '09, the City looked at the whole system and made appropriate requests. The purpose of getting the specs updated and changed was to upgrade specs and salary so proper recruitment could take place again.

Unfortunately, Mr. Johnson did not hear when the Board discussed Item A. He asked why the City Manager was not in attendance to explain the status of temporary appointments and exemptions. Ms. Bradford explained he gave a written report to the Personnel Board, and a copy was on display in the lobby.

1. Administrative Analyst II (Human Resources)

Ms. Bradford explained currently the position is vacant; however, an individual handles contract billing and benefit issues, and the request from the consultant is that the position be changed to Benefit Services Coordinator, reclassified. In order to provide the best benefits and get the lowest cost, it is important to have someone in that position all the time. Therefore, Ms. Bradford requested a temporary appointment hoping that they can get it reclassified in the next 90 days to what it should be. She had talked to brokers for bids, but said she would prefer a full-time person assigned to this work.

Ms. Quinn asked if anyone in the office based on the new job specs would be eligible to apply. Ms. Bradford said there was a possibility.

On motion by Mitchell, seconded by Banks, the Request for Temporary Appointment of Administrative Analyst II (Human Resources) was approved by the following vote on roll call:

AYES: Board Members - Banks, Baker, McReynolds, Mitchell, Quinn
NOES: Board Members - None

2. Labor Relations Analyst (Human Resources)

Ms. Bradford said this item was pulled from the agenda because the City was in the process of recruitment. If there is no eligible list by March, the position will be brought back for a temporary appointment.

3. Deputy Public Works Director (Public Works) 4. Maintenance Worker II (Public Works)

Ms. Bradford explained that the Deputy Public Works Director position was recently vacated within the last couple of months, officially as of December 29, 2009, and there was a request for the January Board meeting. The position is in operations of the Public Works Department and works out of two separate locations. This person will be second in charge. Currently the Department does not have a permanent director.

John Strickland, speaking on behalf of the Public Works Department, said this position is very important and generally is working on street maintenance and has sole responsibility for the whole department.

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Therefore, it is very crucial to make sure the functions continue and the operations run smoothly.

Ms. Quinn inquired about the supervisory role, to which Mr. Strickland explained the position supervises a staff of 50. In addition, currently the Department has two supervisors.

Ms. Quinn asked for input on the Maintenance Worker II position also. Mr. Strickland said this position actually reports to the Director of Public Works as well as a foreman, but not necessarily a supervising foreman who supervises the crew in the street position. It is a crucial position that needs to be approved.

Mr. McReynolds inquired if this position of Maintenance Worker II was solely to clean. Mr. Strickland explained it is for trimming trees, and the person will be cross-trained as needed. Ms. Bradford added there are different crews. There are Maintenance Worker II positions for tree trimming crews and sewer crews, but they do not cross over. Each crew that employees are assigned to has a lead and a Maintenance Worker I.

Mr. Baker asked if they have someone in mind for the position, and Mr. Strickland said he did.

On motion by Mitchell, seconded by McReynolds, the Requests for Temporary Appointment of Deputy Public Works Director (Public Works) and Maintenance Worker II (Public Works) were approved by the following vote on roll call:

AYES: Board Members - Banks, Baker, McReynolds, Mitchell, Quinn

NOES: Board Members - None

5. Housing Rehabilitation Specialist (CRA)

6. Redevelopment Technician I (CRA)

Mr. Michael Antwine, Deputy Director of Redevelopment, spoke on this issue. Mr. Antwine asked for the approval of the two positions. He explained the Housing Rehabilitation Specialist position is critical to the agency rehab programs. This person will do inspections of housing quality standards for all the homes in the program. A full recruitment is needed.

Mr. Antwine explained that Redevelopment Technician is intimately involved in the intake process in the rehab program. This person receives

applications for individuals who are interested in applying for rehab. He requested both positions receive temporary appointments.

Ms. Quinn asked about the recruitment process. Ms. Bradford explained these two positions did not get to be upgraded. She planned to meet with all authorities next week to see how they can fill the positions. She said they would look at the past exams and see if they filled a sufficient number of candidates. Then the responsibilities were going to be addressed and then when to do a recruitment.

As part of the recruitment process, there will be an evaluation of the needs of the position. Positions are individually updated. The City wants to make the right classification, so they are done one at a time. Had the City not been in the process, they would have brought them back one by one to open the recruitment. The process hasn't happened the way they had hoped. So the City might have to go back individually if there are positions that would be changed, and the whole group cannot get done.

Mr. McReynolds asked if Ms. Bradford felt they could resolve this and settle the issues where the City will not have all the temporary appointments again because the City does not want to get back to what they did last time where they had a large number of temporary appointments.

Ms. Bradford responded going through the list, she was confident several positions would probably be done within the next 90 days. Positions included Maintenance Worker I, II, and III, possibly the Community Center Director, and Fire Prevention (Protection) Specialist. She did note the high level positions may be more difficult because in management positions, the salary is not always commensurate with the market. Therefore, she pointed out classifications need to be completed before hiring.

The City's challenge has always been with the upper level positions and getting qualified people to apply, even in the current economy. She added they may possibly revisit these in four to six months. Those positions are critical, yet the salaries require they go back to the bargaining group, talk about the salaries, and have a real conversation about the ability to attract qualified people.

On motion by Banks, seconded by Baker, the Requests for Temporary Appointment of Housing Rehabilitation Specialist (CRA) and Redevelopment Technician I (CRA) were approved by the following vote on roll call:

AYES: Board Members - Banks, Baker, McReynolds, Mitchell, Quinn
NOES: Board Members - None

7. Claims Technician (City Attorney)

Ms. Ruth Rugley, Chief Deputy City Attorney, requested the Board to approve a temporary appointment not to exceed 90 days for the position of Claims Technician. She explained just over a year ago the Risk Management Workers' Compensation Department was brought into the City Attorney's office as a division under that department. At that time, an investigation was done about the condition of the department. As a result, the division was brought more current and modernized their systems which makes Risk Management Workers' Comp more efficient and provides cost savings and protects the assets of the City.

Ms. Rugley explained this position is important for working with all the new software and programs that were purchased to modernize and protect risk management. The matter was on the January agenda, and the budget was amended to create this position so the City could be more efficient. And she asked that a temporary appointment be allowed while recruitment takes place.

On motion by McReynolds, seconded by Mitchell, the Request for Temporary Appointment of Claims Technician (City Attorney) was approved by the following vote on roll call:

AYES: Board Members - Banks, Baker, McReynolds, Mitchell, Quinn
NOES: Board Members - None

- 8. Maintenance Worker III (Parks & Recreation)
- 9. Maintenance Worker I (Parks & Recreation)

Mr. Louis McKenzie, speaking on behalf of the Parks & Recreation Department, explained that the Parks Division is presently tasked with the renovation and beautification of the park facilities, and the Department really needs to extend temporary appointment for these key positions. The Department is also asked to assist Planning with green projects and other things. They recruited for Maintenance Worker III. It was promotional but got no one. In addition, at the time job specs were being set up, it was determined the original spec was not really specific. In this department these positions have very specific outlines based on the work location and where the recruitment is being organized, and that is because Maintenance

Worker positions for Public Works and Parks and Recreation are so specific in detail.

Ms. Quinn asked about differentiating specificity of duties of a Maintenance Worker III compared to a Maintenance Worker I or the possibility of the position being promotional. And Mr. McKenzie explained that one job may include trash and trees but not paving and sewers. However, presently the description has all these duties. The problem is inside of that and getting passes on the tests.

Ms. Quinn further queried if it is promotional only, if that would hinder the process or move it forward, as the promotional and new job specs specific to duties where one perhaps has not performed the duties. She did not necessarily advocate open.

Mr. McKenzie said that because the employees have worked together for several years, they should all qualify for either job, and they can apply and take the test for both, but they have a better chance with the Parks and Recreation passing the test, and the Public Works people passing that test. They will be re-classed anyway based on those departments, but it leaves more of an opportunity. Since nobody passed the last time, they came to the conclusion that none of the employees had enough overall knowledge of all those areas with the amount of questions on the test in each area. They can separate them out, and a person can take both tests - one for Public Works and one for Parks and Recreation, thus taking two separate tests. This way they do not have to keep doing temporary. That is an idea that if within legal guidelines may work.

Mr. Baker asked if he had anyone in mind. Mr. McKenzie said these are temporary already, and they want to extend the positions until the testing can be done.

Ms. Bradford pointed out Maintenance Worker I is exempted at the end of '09, so it will not expire until the end of February. But not all of these are expired. Some are about to, so they wanted to get them going for 90 days. Those were exempted six months, so either that ran out in January or some have expired. Ms. Quinn asked if they are going to be back where the Board is made aware and how soon this can be implemented. Ms. Bradford explained they are discussing recruiting.

On motion by Banks, seconded by Baker, the Approval for Requests for Temporary Appointment of Maintenance Worker III (Parks and Recreation)

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and Maintenance Worker I (Parks and Recreation) were approved by the following vote on roll call:

AYES: Board Members - Banks, Baker, McReynolds, Mitchell, Quinn
NOES: Board Members - None

10. Community Center Director (Parks & Recreation)

This position was open last year, but no one passed the exam in 2009. Recruiting was done but was not successful. Anthony Cartwright explained this is an area where the bid needed to be changed, and the Department will be working on that with Human Resources. There are several positions as Community Center Director. There are five facilities, and three of them are currently seeking Community Center Directors. The job entails supervising mainly part-time staff, which includes two to three per facility. There is a full-time recreational leader. With the lack of Community Center Directors, Recreation Leaders must assist in supervising the organization, activities, and program.

He explained this is not a new position. Nobody has passed the test, so the positions have not been filled. At this time, two temporary positions are filled until their terms expire in the coming months. He believes they filled them in December.

Mr. McReynolds asked for clarification on the number of positions, two or three full time. Mr. Cartwright confirmed that of all three positions that are full time, two are filled, and one is not.

Ms. Quinn clarified of the Community Center Directors, there are three, but the request is for two appointments. Then she further clarified there are people already in the appointments who oversee the centers. Mr. Cartwright explained they report to the Recreation Supervisor. While Mr. Cartwright is not housed in these centers, these positions oversee the centers and report to Mr. Cartwright, who is housed in the Recreation office. Ms. Quinn confirmed Mr. Cartwright floats around, and these positions in a lead capacity give direction for whatever the Department needs.

Ms. Bradford pointed out the people in those positions have not been in the position long. One person came over from Recreation Leader at Wilson Park. She was not sure if they exempted the position.

On motion by Mitchell, seconded by Banks, the Approval for Request for Temporary Appointment for Community Center Director (Parks & Recreation) was approved by the following vote on roll call:

AYES: Board Members - Banks, Baker, McReynolds, Mitchell, Quinn
NOES: Board Members - None

11. Housing Eligibility Specialist II (Housing)

Ms. Bradford addressed this issue since the Housing Director was not available. She explained the Department is responsible for implementing programs currently, and the position has been vacant for a while. The Director wants the right person for the job. They are going on six months in '09. Right now the Director is out, and there is no Deputy Director, and this person is a supervisor. The Department will not be able to operate without someone in this position.

On motion by McReynolds, seconded by Mitchell, the Approval for Request for Temporary Appointment for Housing Eligibility Specialist II (Housing) was approved by the following vote on roll call:

AYES: Board Members - Banks, Baker, McReynolds, Mitchell, Quinn
NOES: Board Members - None

12. Building & Permit Technician (Building & Safety)

Ms. Bradford had spoken with the Director about recruitment for this position, and at the last exam three qualified candidates were found. None of them filled out an application. The Director thought none had enough actual experience to perform the duties. This position requires knowledge of building code and technical information. The exam perhaps should be a little more technical. That issue is being discussed. However, the Director was adamant he needed someone. Perhaps the position will be pulled out of the study if Human Resources decides to come up with a better test.

Ms. Quinn asked about if the job was code enforcement work. Ms. Bradford explained it is a counter job, so when people come into City hall, they talk with the counter person who has knowledge of code enforcement for permits and questions about permits, et cetera.

Mr. Baker asked how many people are currently in the position. Ms. Bradford said there is one person currently in the position.

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On motion by Mitchell, seconded by McReynolds, the Approval for Request for Temporary Appointment for Building & Permits Technician (Building & Safety) was approved by the following vote on roll call:

AYES: Board Members - Banks, Baker, McReynolds, Mitchell, Quinn
NOES: Board Members - None

13. Director of MLES (Municipal Law)

Ms. Bradford explained this position has been vacant for a while. She said specs have been upgraded, but the City needs to be able to bargain with the management group so the market can be discussed when the study is done. This is a chief issue, she explained, that the classification study requires they get the market information. Preliminary results indicate the chief executive positions, but information cannot be finalized until the classification study is completed.

Ms. Bradford pointed out Human Resources is having challenges with positions for code enforcement, parking control and security officers.

Ms. Quinn asked to confirm if the compensation study is under way or has been done or has been done for some positions. Ms. Bradford said there is a preliminary study, but if the positions recommended are not finalized and the information will change because if the positions the consultant looks at are the ones recommended but not approved in that fashion, then he would not have that compensation.

On motion by McReynolds, seconded by Banks, the Approval for Request for Temporary Appointment for Director of MLES (Municipal Law) was approved by the following vote on roll call:

AYES: Board Members - Banks, Baker, McReynolds, Mitchell, Quinn
NOES: Board Members - None

14. Painter I (General Services)

Robert Burnett spoke on behalf of the Department. He stated this is a very important position to the General Services Department. The City's 25 facilities require constant paint and graffiti removal. He requested the current temporary appointment receive an exemption until the Human Resources Department can make the position permanent.

Ms. Quinn asked how many employees they have to do the painting. Mr. Burnett answered the City has four Maintenance Workers, but two do painting.

Mr. McReynolds noted the request for an extension of temporary position. Ms. Bradford understood initially they were going to ask for a six-month exemption, but that was whited out because of the new calendar year, and they can go for a temporary appointment.

On motion by Banks, seconded by Baker, the Approval for Request for Temporary Appointment for Painter I (General Services) was approved by the following vote on roll call:

AYES: Board Members - Banks, Baker, McReynolds, Mitchell, Quinn
NOES: Board Members - None

15. Grants Manager (Planning & Economic Development)

Derek Hull spoke on behalf of the Department. He requested the Board approve a temporary position for Grants Manager. This position has been vacant for approximately 60 days, and it is a critical position to the Planning and Economic Development Department and to the entire City. This person is responsible for coordinating all grants for the City, and six or seven different departments are being provided with grants to receive necessary funding to carry out project activity. In addition, they are also supporting the payrolls for some departments' personnel.

Currently there are three members of the Department, and as director, Mr. Hull is facilitating oversight and management of the division, but he has two other divisions, so he is forced to spread himself thin when trying to manage that Department. Therefore, it is critical to have a person with knowledge of overall grant activity and also be able to seek out additional grants as the City looks to receiving reduced revenues from the federal and state levels.

Ms. Quinn inquired if all the duties are time sensitive for applying for grants and time lines to be met as well as the other timely duties this person would perform. Mr. Hull responded that was all true, and one of the critical components with regard to a Grants Manager position is that seeking grants is one aspect of the job. They must also supervise staff. Even more critical is follow-up and monitoring time-sensitive issues. The department needs a person who can seek out new grants and also provide timely reporting for all kinds of reports and data that are required.

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Ms. Mitchell asked how many Grant Managers are in the department and who is performing grant management at this time. Mr. Hull said one person under Grants Manager. Under that is Grants Coordinator, and currently he has absorbed the Grants Manager's responsibility in his role as Director.

On motion by McReynolds, seconded by Mitchell, the Approval for Request for Temporary Appointment for Grants Manager (Planning & Economic Development) was approved by the following vote on roll call:

AYES: Board Members - Banks, Baker, McReynolds, Mitchell, Quinn
NOES: Board Members - None

16. Assistant City Engineer (Public Works)

This item was pulled from the agenda.

17. Fire Prevention (Protection) Specialist II (Fire)

Chief Jon Thompson spoke to the Board to request a temporary appointment of Fire Prevention (Protection) Specialist II. He explained this individual is responsible for commercial inspections, arson investigations, and process. There are 2,000 businesses and residential facilities in the City. The City gave a test a little while ago, and one person passed successfully. So he wanted to test again. In the meantime he wanted to move a Fire Prevention (Protection) Specialist I into that position temporarily until he is able to fill that position. The person does have the qualifications for that position.

Ms. Quinn asked if he would return and ask for a Fire Prevention (Protection) Specialist I so the person being moved would be replaced, or perhaps the Department is covered sufficiently. Chief Thompson said he thought they would be fine for three months, and the process should not take more than that.

Ms. Mitchell asked about the difference between the responsibilities of a Fire Prevention (Protection) Specialist I and II, to which Chief Thompson replied the Specialist II has a high level of inspection responsibilities, plan checking, and individual knowledge, as well as arson work. Specialist I does not do any arson investigation or process of cases, whereas Specialist II processes the case all the way to prosecution.

Mr. Baker asked how many Fire Prevention (Protection) Specialists the Department has, and Chief Thompson answered there are two in the budget, and one is open.

On motion by Mitchell, seconded by McReynolds, the Approval for Request for Temporary Appointment for Fire Prevention (Protection) Specialist II (Fire) was approved by the following vote on roll call:

AYES: Board Members - Banks, Baker, McReynolds, Mitchell, Quinn
NOES: Board Members - None

18. Risk Manager (City Attorney)

Ruth Rugley, Chief Deputy City Attorney, addressed the Board on this request. She explained Risk Manager is essentially the boss of the division that deals with Risk Management services and the City's workers' compensation programs. It is vital to the operations of that division and the City in total. Responsibilities include administration of the entire workers' compensation program for employees, city Risk Management services of Compton, including all the various insurance policies that the City must maintain to cover anything from property protection against personal injury and loss, et cetera.

This position is being filled under exemption granted by the Board in August. That expires this month. At the time of temporary request of the Board, a recruitment request was made too, but the classification study that is waiting for approval by the City Council has resulted in recruitment not yet happening. Therefore, she respectfully requested that the Department be allowed a temporary employment of at least 90 days to continue filling this position with the hope that the recruitment request can happen during that time so the position can be filled permanently.

On motion by Mitchell, seconded by McReynolds, the Approval for Request for Temporary Appointment for Risk Manager (City Attorney) was approved by the following vote on roll call:

AYES: Board Members - Banks, Baker, McReynolds, Mitchell, Quinn
NOES: Board Members - None

C. Approval of Proposed Eligible List

1. Deputy City Attorney III (Promotional and Open-Competitive)

Item was pulled from the Agenda.

- D.** Request to certify the Deputy Fire Chief eligible list with less than three names remaining to the Fire Department.

Mr. McReynolds asked if the list expired when one name dropped off, leaving the list at under three. Ms. Bradford explained it did not expire, but there is a section in the charter that states when a list drops below three names remaining, the Board and the authority need to approve that to confirm they can attempt to hire.

Mr. Baker asked how many names were on the list. Ms. Bradford explained there were three, but now it is two.

Legal Counsel at the meeting said it was okay to complete the motion as it had begun and was interrupted by questions, and the Board did not need to restate the motion.

On motion by Mitchell, seconded by McReynolds, the Approval for Request to certify the Deputy Fire Chief eligible list with less than three names remaining to the Fire Department was approved by the following vote on roll call:

AYES: Board Members - Banks, Baker, McReynolds, Mitchell, Quinn
NOES: Board Members - None

- E.** Request from the City Manager that the Personnel Board finds and declares that in its opinion, and in the best interest of public service, require the examination for the positions listed below are both promotional and open and competitive and not restricted to persons in the Classified Service:

1. Grants Manager
2. Deputy Director of Public Works
3. Director of Public Works/City Engineer
4. Assistant City Engineer
5. Senior Civil Engineer
6. Building & Permit Technician
7. Community Center Director
8. Deputy Director of Housing

9. Deputy Director of Parks & Recreation
10. Director of Parks & Recreation
11. Grants Coordinator
12. Housing Eligibility Specialist II
13. Housing Rehabilitation Specialist
14. Maintenance Worker I
15. Mechanic Lead Worker
16. Painter I
17. Parking Control Officer
18. Public Works Inspector
19. Redevelopment Technician I
20. Security Officer
21. Senior Economic Development Specialist
22. Risk Manager
23. Storekeeper
24. Training and Services Assistant
25. Training and Services Coordinator

A few people had indicated interest in speaking on this topic; however, one was not present; Mr. Ron Johnson declined to speak. Ms. Abiola Afolayan, from AFSCME asked that the Board adopt this recommendation for temporary recruitment for the Grants Manager position. She urged the Board not to recruit permanently because she has a pending situation, and it is waiting to be heard. Since someone was basically promoted to the position, she thinks it is appropriate that the matter be heard before a position becomes permanent.

Ms. Bradford explained that there was a candidate in this position who was terminated, and she does not have to ask the Board for promotional. The request was previously only to recruit open and competitive and promotional. This request is to recruit both ways. She is asking because there is an individual there that the City does not hire two persons.

Ms. Afolayan asked if there is a charter provision that speaks to that. Ms. Bradford answered she can get a copy. Ms. Afolayan stated her position rationale is that it makes sense that the Department could exhaust the remedy because her intention is that Ms. Dubose would return back to her position after the Board hears the matter. So logically, it does not follow to fill the position. If the verdict is favorable to her, then there is only one position for the City, yet there would be two people. She explained she promoted from Grants Coordinator to Grants Manager position. So in order

to serve, if the ruling is favorable to Ms. Dubose, the appropriate action would be to fill the position temporarily while she exhausts her remedies.

Ms. Rugley, Chief Deputy City Attorney responded. She pointed out one of the issues under the Charter is that this position is considered to be vacant currently. Under that Charter utilizing temporary appointments and exempted appointments, the City is limited to essentially what would amount to a nine-month window to fill that vacancy unless a really dire circumstance presents. So there are competing interests. If the former employee succeeds down the line in their appeal giving them their job back, that is an issue the City has to deal with at that time. But currently the City is faced with compliance with the charter to fill a vacant position.

Ms. Afolayan understood that position but pointed out that the manager said this position has been vacant for a while. It appears the temporary appointments are usually six months, and it makes logical sense that the appointment be temporary, and the Board revisit the issue after whatever the outcome of Ms. Dubose's matter is in front of the Board, as opposed to, as the Deputy City Attorney proposes, that the Board deal with the issue when it becomes an issue.

She clarified she is proposing sort of a preventative approach, meaning appoint someone temporarily, and whatever happens six months from tonight, the Board can revisit the issue.

Ms. Quinn asked if the temporary appointment request was made until the recruitment can be completed. That was the reason for the temporary appointment request. The Director said that it was vacant for 60 days and he had been unable to manage the whole department and get those duties completed. The request was whether or not the City can recruit on promotional or open recruitment. So the question was not ruling on whether the City can recruit, not just open competitive or just promotional. The question is not the recruitment; that will be done. The question is whether the City allows outside candidates to apply for this vacancy.

Ms. Afolayan responded she may stand corrected, but when the Director talked of this issue, that is when it came to her attention that the current position was being temporarily filled. So logically, it appears that the position is on the agenda. She respectfully asked that the Board honor Mr. Hull's request for a temporary position to cover these job duties and refrain from what's on the agenda for the permanent open promotional recruitment.

Ms. Bradford said the temporary appointment was already approved. They did it on his request. Ms. Afolayan said she was just reiterating.

Ms. Bradford explained Human Resources decided to put this vacancy list together after the last classification study was pulled. At that point, vacant position information was gathered and attached to current job specs and proposed job specs. An e-mail was sent out to employees and posted at the door. A lot of employees reviewed the current specs to see if they could meet the qualifications and if they were interested in the positions. Of those, these were the positions left that were determined to be open-competitive and promotional. These are not all the vacancies but based on the results we received.

On motion by Mitchell, seconded by Banks, the request from the City Manager that the Personnel Board finds and declares that in its opinion, and in the best interest of public service, require the examination for the positions listed above are both promotional and open and competitive and not restricted to persons in the Classified Service was approved by the following vote on roll call:

AYES: Board Members - Banks, Baker, McReynolds, Mitchell, Quinn
NOES: Board Members - None

F. Extension of Eligible List.

1. Office Aide (Open-Competitive, 2nd extension, 8 eligible)

On motion by McReynolds, seconded by Mitchell, Extension of Eligible List for Office Aide (Open-Competitive, 2nd extension, 8 eligible) was approved by the following vote on roll call:

AYES: Board Members - Banks, Baker, McReynolds, Mitchell, Quinn
NOES: Board Members - None

G. Request to Set Hearing Date

1. Request to Set hearing Date
 - a. John Strickland, Community Redevelopment Agency (CRA) Re: Grievance – Hiring Process

Ron Johnson, representing the applicant, asked for some guidance of time expectations since this will be the first time he represents in front of the Personnel Board. He anticipated two or three witnesses, and perhaps two days at most would be required. Toussaint Bailey, representing the City, said his department has not received any of the information of Hearings 1 through 4, so he could not anticipate how many witnesses he would have or the depth of the examination. He anticipated, however, the hearings would take two sessions and possibly three, but he did not know how many witnesses would be called, so he was speaking blindly.

March 18th was the date agreed to by all parties to attempt, despite Mr. Bailey being unsure if that would be enough time for him to prepare. Nonetheless, all parties agreed to March 18th to get it on the calendar. March 18th is the first date for this grievance on the hiring process. And in the event if March 18th has to be canceled or postponed, that was fine. The second date selected was April 22nd. 6:00 p.m. on both days.

2. Request for an Appeal Hearing

a. Charles Nelson, Public Works

Re: Untimely submission of request for appeal from severe discipline

Ms. Bradford explained the hearing is actually not a request to set the hearing date but for the appeal hearing, timeliness submission for request of appeal.

Ms. Rugley explained the situation. The process with the City is once the request for the hearing before the Personnel Board is made, it is submitted to the City Attorney's office for an opinion or response addressing strictly jurisdictional issues for the Board, not necessarily the merits of the matter, just to find out if the request is timely in accordance with the Personnel rules and regulations, to make sure the matter is within the jurisdiction of the Board to hear and render a decision. Investigations go through that same process as well with request for grievance hearings and for severe discipline appeal hearings before the board.

This particular matter involves Mr. Charles Nelson who submitted a request for an appeal hearing on a severe discipline matter to the Personnel Board. The City Attorney's office rendered a response to the clerk indicating that based on the documentation and information presented, the request may be untimely. However, in the past if a request was untimely, the attorney

asked, if the employee wishes to do so, he be given the opportunity to supply the Attorney's Office with any information of documents that may show that the request was timely. Otherwise, the Attorney's Office opinion to the Board would be a denial because the request was untimely. That is what is happening here.

Ms. Rugley said she believes the City notified the aggrieved employee of the tentative opinion that the request was untimely. She was not sure of the details of the information provided to the employee, so they could supply the additional information. So the Board was there to find out from the employee if he believes he can supply the additional information.

Mr. Nelson asked to speak. He requested an appeal hearing, and wanted to go over the various details. He explained on December 8, 2008, he was put on administrative leave. To today's date, he has not been able to collect his personal belongings from the City. He had not had any contact with the City because he was told he should not contact them when he was put on administrative leave. E-mail was cut off, and he had no access to any materials including regulations and charter and other tools he used over the last years on a regular basis.

He explained while on administrative leave, the Personnel Department contacted him to tell him they needed to deliver a package to him. While on administrative leave, he had full compensation and benefits. He never received the notice, but he had been placed on suspension. He never received any notice. He served that suspension. He contacted the union. The union explained that past practice was the employee had ten days after the actual discipline to submit a request of hearing. But he did not have the documents in his hand.

The suspension ended June 30th, and it took eight months just to get to this appeal now. He felt it has been unfair, and because he had not been working, he did not know what was going on with his appeal process. After working for four years for the City, he thought he should have had at least an opportunity to present his case being that he was placed on severe discipline and never received notice. Since that time he has been terminated, and that ten days in question has been used in the justification of the termination.

Ms. Bradford clarified that the request for appeal was handed to Human Resources July 7, 2009. She received it from a union person, and based on the date of the final notice of the termination, June 3, 2009, this was

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possibly untimely. So she contacted the attorney of the City. His appeal is dated June 10th which is within the guidelines. So the appeal was filed June 10, '09, but Human Resources didn't get it until July 7. He was served final notice June 3rd and June 22nd which would have been the tenth workday after service of final determination. The form was dated June 10th, but the only documentation Human Resources could recover was the one in that office.

Ms. Quinn asked Mr. Nelson if the delay was the union person delivering it. Mr. Nelson said he submitted the form and gave it to the union person who said he was going to turn it into Human Resources. He did not know what happened after giving it to the union person. Ms. Quinn asked if he could have sent it certified mail or another way. Mr. Nelson answered he hoped safeguards would be put in place so this does not happen again. All he wanted was to have his day in court as it related to severe discipline and 28 days of his pay which had been taken and used in a subsequent matter after the fact for termination.

Ms. Quinn clarified that the Board's position was to determine whether or not they would want to hear this due to the fact of his time line. Ms. Rugley confirmed that it is the Board's decision. Her office renders an opinion based on information and documents provided to them. They do not go solely from the date an employee signs a form but the date it was served on the City. Their tentative opinion to the Board is that this matter is untimely and not properly before the Board. But she wanted to give them the opportunity to provide her office information before they make a final decision to the Board. The final decision is the Board's.

Ms. Quinn asked if the Board should get a copy of what was given to the Clerk by the Attorney's Office. Ms. Bradford said there are facts of the case attached to it from the employee, and she did not want to separate the document to determine what the Board should get because the matter was coming before the Board.

Ms. Rugley suggested it was sent strictly to the Clerk rather than to the Board. In the future if there is an issue concerning timeliness where the matter comes before the Board in this manner, where dates will be set, the Attorney's Office will send the memo out to the Clerk for the Board. So when the matter comes before the Board, members will have read the opinion at this point.

Ms. Quinn asked if they are to set dates. Ms. Rugley said the agenda item is a request to grant an appeal hearing. Ms. Mitchell asked for clarification of Mr. Nelson, if he was saying the appeal was filed on time, and he signed paperwork and handed it to a union rep. He said yes, that is when he signed it and handed it to the union person. The paperwork did not get to Human Resources until beyond the acceptable date. Ms. Rugley said based on the paperwork, it shows the City was served with the request on July 7.

Ms. Mitchell asked if Mr. Harvey was present as he was the person who delivered the document to Ms. Bradford. Ron Johnson spoke explaining that he cannot speak for Mr. Michael Harvey, as he was not present at the time of delivery.

Ms. Rugley said it was at the pleasure of the Board to make a motion to grant the request for hearing or a motion where the Board can deny the request based on timeliness. She also advised, if the Board wanted additional information or to subpoena someone to come and testify, that was at the pleasure of the Board also.

Ms. Mitchell asked for clarification on the meaning of the memorandum for the City Attorney's office, if it said the office recommends that the employee's request for an appeal be placed on the next meeting agenda. She asked if it was to be placed on the agenda or if the appeal hearing be granted.

Ms. Rugley responded that the request for appeal cannot be denied by the City Attorney's office. That is within the purview of the board. The office renders an opinion to the Board indicating that either a matter is properly before the Board and is timely or not. Ultimately, whether that employee gets before the Board is within the Board's purview. The Attorney's Office thinks that it should not be granted because it is untimely. But the employee seeking the appeal should have the opportunity to convince the Board that he deserves to have an appeal.

Ms. Mitchell said she did not believe at this point she is in a position to say that the employee should be held responsible for the untimely submission of this paperwork. She moved that the Board grant the appeal hearing.

On motion by Mitchell, seconded by McReynolds, to grant the appeal hearing of Charles Nelson was approved by the following vote on roll call:

AYES: Board Members - Banks, Baker, McReynolds, Mitchell, Quinn
NOES: Board Members - None

Ms. Bradford said the Board could not set a date for hearing at this meeting because it was not on the agenda. Ms. Rugley said she would take acceptance of the blame because she did not really look at the agenda prior to it being posted. It would have been appropriate at the same time to indicate on there the second part of it which is to set some dates just in case the Board voted to give the employee an appeal hearing. It was not done, so that part is going to have to come back after being posted.

Mr. Nelson said he needed clarification. Ms. Rugley stated in that in order to be in compliance with the Brown Act, to set a hearing date, Mr. Nelson was going to have to come back for another meeting session to set that. She explained that tonight the Board voted to grant his appeal hearing before the Board. His date cannot be set because that item was not put on the agenda. Mr. Nelson thought the dates would be set, as it would all be in one motion.

Ms. Bradford suggested to set the hearing, then return to ask the Board to hear the suspension on those days if he wanted to get early days. That way the date is set, and he can come back in March. Mr. Nelson said if that item was actually used in the termination, would it be the cart before the horse if the suspension is reviewed before the termination. Ms. Bradford said that is the reason the date was set for the termination. It is on the agenda. To get the dates in March or April, come back March 18th, and those dates can be set for the suspension. Then the Board can reschedule. He can still set the dates and make a request to switch those dates and then hear the suspension on those dates. But the Board cannot hear both grievances at the same time.

3. Request to Set Hearing Date

- a. Kristin Jones, Municipal Law Enforcement Services (MLES0)
Re: Suspension

Ron Johnson said he anticipated calling four to six witnesses in three to four sessions. Toussaint Bailey, for the City, said, again, he did not have witness information, so he could not say how many witnesses he would call. Mr. Johnson did not want to overlap the previous date for the first case as they could not assume it would be settled prior to the scheduled second meeting, April 22.

After much back and forth amongst the parties, Ms. Quinn suggested May 13th at 6:00, May 20th following the regularly scheduled board meeting, and June 17th immediately following the regularly scheduled board meeting. Dates were acceptable to all parties involved.

4. Request to Set Hearing Date

Charles Nelson, Public Works
Re: Termination

Ron Johnson, for the appellant, said he anticipated at least four witnesses and three to four meetings. And this would be, once again, with the proposal in which to discuss the 28-day suspension as opposed to termination.

Ms. Quinn pointed out this would be for suspension and termination, so that would be two hearings. Dates agreed to by all parties were July 8th at 6:00 p. m. and July 15th following the regularly scheduled meeting, and July 29th at 6:00 p. m.

5. Request to Set Hearing Date

a. Estella Dubose, Planning and Economic Development
Re: Termination

Ms. Bradford said this involved a suspension, not a termination, as stated on the agenda.

Toussaint Bailey said he expected one to two witnesses and would probably involve two sessions. He requested going to August 26th because he will be busy preparing for this case and the case prior to it, so he needed a little bit of time between the two.

Ms. Quinn suggested the dates of August 19th following the regularly scheduled meeting and August 26th at 6:00 p.m. Dates were acceptable to all parties involved.

PUBLIC HEARING --

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There are no requests, pursuant to Sections 1010 and 1103 of the Compton City Charter, to consider proposed amendments to the Position Classification Plan.

PUBLIC HEARING --

There are no requests, pursuant to Section 1101 (a) 6 of the Compton City Charter to hold public hearings to consider requests to exempt positions from the Classified Service for a period not to exceed (6) months.

AUDIENCE COMMENTS

Kim McKenzie updated the Board on activities at CRA Apprentice Drive and Career Link collaborating together to inform the community of the other construction projects that are going to happen in the City. She explained they are preparing residents for upcoming employment opportunities and also working on apprenticeship opportunities, getting people state certified, helping those who are inactive get back to active again in the union and a host of workshops to get ready.

At a session held the day of the meeting, 70 or 80 people showed up out of 100 RSVP's. Some of them were working, so the organization continues to do drives to tell the community what's going on.

They laid out all the projects that CRA is going to be working on now through 2012. Ms. McKenzie explained it is about getting the community ready for the jobs that are coming. And at the same time, CRA is negotiating with developers trying to negotiate general labor spots because a lot of their people are not in unions and have not gone to apprenticeship training.

That is what they are doing, and the drive was very successful.

Ms. Quinn offered to help get the word out. She noted most people do not always get the word even if they advertise or spread the word person to person or other means of getting the information there. But she suggested posting their information wherever possible, and some board members may be able to do that at their workplaces. In addition, there could be a collaborative effort between the City and Compton Unified.

Ms. McKenzie said they are working with ROP in their facilities, and they have some stimulus money. They are hoping to work on an apprenticeship

project in the electrical/plumbing area and are working with them on that with the district where they will come to a presentation at a Board meeting and do training on site, same as ROP.

Ms. Quinn said she had just referred someone to the ROP division for the plumbing.

Ms. Mitchell asked how the general public can get in contact with the organization, and Ms. McKenzie said they can call the office at 310-605-3076. And they should get on the list for next year. In addition, they have a series of drives to get ready for in the community. Everyone will be tracked that comes to the sessions, and they will be in the apprenticeship training and keep their information up-to-date, so when they get a call for laborers, that company will be given a list.

PERSONNEL BOARD COMMENTS

Mr. McReynolds said he was again disappointed that people ask for requests for temporary appointments, yet they do not attend the meeting to explain. He said previously the City Manager asked people to come to the meetings, and they did, so the Board got some input as to why; and now it seems it is less important. He thought perhaps people thought of the Board as a rubber stamp. He asked the Clerk of the Board to put out a notice again and ask if they had something of interest, to attend the meeting.

Ms. Bradford said every department head showed up or sent a supervisor, except in a rare case where something happened and an individual could not attend. But most people attended tonight's meeting. The City is trying for 100% and working towards that because people agree they should be here and make that effort. The Board wants to make sure to send out notices too.

Ms. Banks commended Ms. McKenzie's program, as Ms. Banks had several of her youth workers work with her, and she thought the program was excellent.

Mr. McReynolds also noted that he received notification about the program event that day and did pass it on to a person who informed him, upon calling, that the event was already full. So it was evident the program is getting the word out, and he encouraged her to keep up the good work.

Ms. Mitchell said she was happy that the Board was back in the saddle; it was nice to see the legal advisor; and even though they were seemed loaded up with work, it was good to be back.

Ms. Quinn complimented Ms. Bradford and her staff, as she does frequently, for being able to juggle all that is going on with the reclassification and all that is going on with all the hearings and trying to bring the City into alignment with today's job market. She applauded Ms. Bradford for all her efforts in the office and outside and keeping things moving forward in a timely manner.

Ms. Quinn said she is anxiously awaiting the new policy implementation of temporary positions with expiration dates. This change will resolve a lot of problems. She wants to be aware when things of this nature happen. If the department managers know there will be some consequences if they are not in alignment with charter regulations, it will be better for the City.

Ms. Bradford recognized D'Nia Hawkins, an Human Resources Specialist, who has been doing a great job assisting the whole team. Being new to the position, is it almost becoming a full-time job handling issues related to the position of the Clerk and making sure that everything is in order. Sheri Eaton was also recognized as being great at keeping organized and keeping things moving forward.

Ms. Bradford explained Personnel wants to be transparent, and the Department did not want the Agenda overloaded with temporary issues. The only way to be transparent is to address each issue, take responsibility or look at whatever happened. The City must be honest about what is happening in order to fix the problem. That is why the agenda looks like it has so much. Hopefully, the classification study will be very successful and helpful.

Human Resources will now be making sure that the departments are in compliance. It involves a lot of individuals. If you have people that are not working, this puts stress on employees who do work. In Human Resources a goal is to stop chronic complaining that puts the stress on the other employees to do more work and does not address the issues. Human Resources is making sure all the departments are in compliance. It involves a lot of the individuals who are getting tired and take off sick or are off for awhile. That is not acceptable anymore. Human Resources is making sure departments are in compliance with the ADA. Employees can no longer just take off. There are cases where people are disciplined, but when the

employee comes back, the discipline is waiting. This effort is all part of being organized so employees are not overburdened. That's why the charter is going forward.

Mr. Baker pointed out sometimes department supervisors turn their backs to these situations because it requires a lot to prepare for this when it is ongoing. But he applauds everyone who is putting forth the effort. Once the City sets the example that the behavior will not be tolerated, the City will see a difference. He said credibility has to be established, and standards must be set. The City may have fewer employees because they will know they cannot do certain things anymore.

Ms. Bradford added there have been disciplines that have taken a year or two for people to leave. There were no consequences of managing discipline. Two weeks ago Human Resources came to an understanding that the problem will come to Human Resources first, and it will be managed there. Previously it was not being managed properly. The right hand didn't know what was going. The City Manager would not have received a copy of a notice. So now the supervisor is supposed to come to Human Resources first. If Human Resources needs guidance from the attorney, Human Resources will contact them. To make sure employee rights are preserved, the City does not want to discipline two years later. That's not right. People forget.

So the problem will be brought to Human Resources first, and there will be a time frame when the manager has to do it if they are going to do it. Most of the problems the City had happened a while ago. Ms. Quinn added the City should not pay an employee full benefit and salary for almost a year while sitting at home for a person in a temporary position. It is a burden on the City when these issues do not get addressed right away.

Mr. McReynolds added there needs to be a system, too, where citizens can report employees they see goofing off. He cited an example in which a City employee was sitting in a City truck for hours for days. After he reported it to the City, the employee was told to park the truck on another street. Ms. Bradford said that situation would be disciplined now as GPS has been installed in all City vehicles.

CLOSED SESSION

There was no discussion for closed session.

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ADJOURNMENT

On motion by Baker, seconded by McReynolds, to adjourn the meeting was approved by the following vote on roll call:

AYES: Board Members - Banks, Baker, McReynolds, Mitchell, Quinn
NOES: Board Members - None

Meeting adjourned at 8:48 p.m.

MARTHA QUINN, CHAIRPERSON
PERSONNEL BOARD

KAREEMAH BRADFORD
HUMAN RESOURCES DIRECTOR
CLERK TO THE PERSONNEL BOARD

The next regular Personnel Board Meeting, Thursday, March 18, 2010, at 6:00 p.m. in the City Council Chambers.

PERSONNEL BOARD – CITY OF COMPTON
COUNCIL CHAMBERS – COMPTON CITY HALL
REGULAR MEETING
MARCH 18, 2010

CALL TO ORDER

The Personnel Board of the City of Compton held a meeting on Thursday, February 18, 2010, in the City Hall Council Chambers, located at 205 South Willowbrook Avenue, Compton, California. The meeting was called to order by Chairperson Martha Quinn at 6:07 p.m.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Mr. Baker.

ROLL CALL

MEMBERS PRESENT: Barbara Banks, Ernest Baker, Willie McReynolds, Martha Quinn

MEMBERS ABSENT: Margaret Mitchell

STAFF PRESENT: Ruth Rugley, Chief Deputy City Attorney,
Legal Advisor to the Board

Kareemah Bradford, Human Resources
Director, Clerk to the Personnel Board

CITY OFFICIALS PRESENT: None

APPROVAL OF MINUTES OF PREVIOUS MEETINGS

July 16, 2009, Special Meeting
August 6, 2009, Special Meeting
August 13, 2009, Special Meeting
August 27, 2009, Special Meeting
October 1, 2009, Special Meeting
February 18, 2010, Regular Meeting

Ms. Bradford explained that auditing through the records from 2009, she noted that the Board held 21 meetings in 2009, and it is important to make sure each meeting is approved properly. This group today is comprised of the last meetings to come before the Board for approval.

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Prior to the vote, a couple of Board Members inquired about whether they should vote if they had not been in attendance for the meeting being voted upon.

Ms. Rugley advised it would be appropriate if Board Members who were present at each particular meeting, as it came up for vote, would be the individuals who should make the motion and second; then all members can vote on the motion to approve the minutes.

On motion by Baker, seconded by McReynolds, the Minutes for July 16, 2009, Special Meeting were approved by the following vote on roll call:

AYES: Board Members - Baker, McReynolds, Quinn
NOES: Board Members - None
ABSTAIN: Board Members - Banks
ABSENT: Board Members - Mitchell

On motion by Banks, seconded by McReynolds, the Minutes for August 6, 2009, Special Meeting were approved by the following vote on roll call:

AYES: Board Members - Banks, Baker, McReynolds, Quinn
NOES: Board Members - None
ABSTAIN: Board Members - None
ABSENT: Board Members - Mitchell

On motion by Banks, seconded by Baker, the Minutes for August 13, 2009, Special Meeting were approved by the following vote on roll call:

AYES: Board Members - Baker, McReynolds, Quinn
NOES: Board Members - None
ABSTAIN: Board Members - None
ABSENT: Board Members - Mitchell

On motion by McReynolds, seconded by Baker, the Minutes for August 27, 2009, Special Meeting were approved by the following vote on roll call:

AYES: Board Members - Baker, McReynolds, Quinn
NOES: Board Members - None
ABSTAIN: Board Members - Banks
ABSENT: Board Members - Mitchell

On motion by Baker, seconded by McReynolds, the Minutes for October 1, 2009, Special Meeting were approved by the following vote on roll call:

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AYES: Board Members - Baker, McReynolds, Quinn
NOES: Board Members - None
ABSTAIN: Board Members - Banks
ABSENT: Board Members - Mitchell

On motion by Banks, seconded by Baker, the Minutes for February 18, 2010, Regular Meeting were approved by the following vote on roll call:

AYES: Board Members - Banks, Baker, McReynolds, Quinn
NOES: Board Members - None
ABSTAIN: Board Members - None
ABSENT: Board Members - Mitchell

UNFINISHED BUSINESS

There was no unfinished business for discussion.

NEW BUSINESS

1. Oral and Written Communications, Reports, and Requests

A. Request for Temporary Appointment

1. Senior Planner

Renee Farrell from Planning spoke to the Board about the Senior Planner position. As of last month the Department's Senior Planner retired, and prior to that, that person was out of the office for over 2 ½ months, so the Department has had a consultant assist with planning issues recently.

Ms. Farrell requested to open a temporary position for Senior Planner and also open it up for open and competitive and promotional at a later date. This position deals with more technical projects such as General Planner. She explained that the description is so old that the department is revising it, and it will also include working on Analysis Impediment for Housing. In addition, there will be a health element and different elements within the duties assisting the Associate Planner and other issues going on within the city.

On motion by McReynolds, seconded by Banks, the Request for Temporary Appointment of Senior Planner was approved by the following vote on roll call:

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AYES: Board Members - Banks, Baker, McReynolds, Quinn

NOES: Board Members - None

ABSENT: Board Members - Mitchell

B. Approval of Proposed Eligible List

1. Deputy City Attorney III (Promotional and Open-Competitive)

This item was pulled from Agenda.

2. Labor Relations Analyst (Open-Competitive, pending no appeals)

On motion by Banks, seconded by Baker, the eligible list for Labor Relations Analyst (Open-Competitive, pending no appeals) was approved by the following vote on roll call:

AYES: Board Members - Banks, Baker, McReynolds, Quinn

NOES: Board Members - None

ABSENT: Board Members - Mitchell

3. Internal Auditor (Open-Competitive, pending no appeals)

On motion by McReynolds, seconded by Banks, the eligible list for Internal Auditor (Open-Competitive, pending no appeals) was approved by the following vote on roll call:

AYES: Board Members - Banks, Baker, McReynolds, Quinn

NOES: Board Members - None

ABSENT: Board Members - Mitchell

C. Extension of Eligible Lists

1. Deputy Director, Community Redevelopment Agency (4 eligible candidates, 1st extension)

On motion by Banks, seconded by McReynolds, the Request for Extension of Eligible List for Deputy Director, Community Redevelopment Agency (4 eligible candidates, 1st extension) was approved by the following vote on roll call:

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AYES: Board Members - Banks, Baker, McReynolds, Quinn
 NOES: Board Members - None
 ABSENT: Board Members - Mitchell

2. Electrician (Open-Competitive, 2 eligible candidates, 1st extension)

This item was pulled from the Agenda.

3. Plumber (Open-Competitive, 2 eligible candidates, 1st extension)

This item was pulled from the Agenda.

4. Planning and Economic Development Director (Open-competitive, 5 eligible candidates, 1st extension)

On motion by McReynolds, seconded by Banks, the Request for Extension of Eligible List for Planning and Economic Development Director (Open-competitive, 5 eligible candidates, 1st extension) was approved by the following vote on roll call:

AYES: Board Members - Banks, Baker, McReynolds, Quinn
 NOES: Board Members - None
 ABSENT: Board Members - Mitchell

PUBLIC HEARING

There are no requests, pursuant to Sections 1010 and 1103 of the Compton City Charter, to consider proposed amendments to the Position Classification Plan.

PUBLIC HEARING

The Personnel Board, pursuant to Section 1101 (a) 6 of the Compton City Charter will hold public hearings to consider requests to exempt the following positions from the Classified Service for a period not to exceed (6) months:

Community Center Director (2) – (Parks & Recreation)
 Parking Control Officer - (Municipal Law Enforcement Services)
 Maintenance Worker I - (Public Works)

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On motion by Baker, seconded by McReynolds, to open the Public Hearing to consider requests to exempt positions from the Classified Service not to exceed six months pursuant to Section 1101(a) 6 of the Compton City Charter at 6:19 p.m. for the positions: Community Center Director (2) – (Parks & Recreation); Parking Control Officer – (Municipal Law Enforcement Services); and Maintenance Worker I - (Public Works), was approved by the following vote on roll call:

AYES: Board Members - Banks, Baker, McReynolds, Quinn

NOES: Board Members - None

ABSENT: Board Members - Mitchell

Mr. Anthony Cartwright from Parks & Recreation spoke to the Board about the Community Center Director positions. He explained the positions were temporary appointments, and the individuals in these positions have either gone past their date or are about to pass their temporary extension. The Department wanted to give them an extension to stay in those positions.

Mr. Julius Davis, the interim Director of the Municipal Law Enforcement Services Department, spoke to the Board regarding exemption for the Department's Parking Control Officers. He explained there is a person currently in a temporary position, and the Department has not been able to have an examination quickly to fill this position. It is very important for the Department to perform the functions for which they are held responsible, and he requested the extension.

Mr. John Strickland, from the Public Works Department, spoke to the Board regarding Maintenance Worker I. He explained the Department has a current position that is a temporary (Maintenance Worker) one and will expire on March 28th. Therefore, he requested the position be extended for six months.

From the audience, Mr. Barbara Calhoun spoke as a member of the public. She suggested the Board vote to approve the three exemption requests being presented and noted that Parking Control is important to the City as it brings in revenue.

On motion by McReynolds, seconded by Banks, to close the Public Hearing to consider requests to exempt positions from the Classified Service not to exceed six months pursuant to Section 1101(a) 6 of the Compton City Charter at 6:23 p.m. for the positions: Community Center Director (2) - (Parks & Recreation); Parking Control Officer - (Municipal Law Enforcement Services); and Maintenance Worker I - (Public Works), was approved by the following vote on roll call:

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AYES: Board Members - Banks, Baker, McReynolds, Quinn
NOES: Board Members - None
ABSENT: Board Members - Mitchell

On motion by McReynolds, seconded by Baker, the request to exempt positions of Community Center Director (2) - (Parks & Recreation); Parking Control Officer - (Municipal Law Enforcement Services); and Maintenance Worker I - (Public Works) from the Classified Service for a period not to exceed (6) months, was approved by the following vote on roll call:

AYES: Board Members - Banks, Baker, McReynolds, Quinn
NOES: Board Members - None
ABSENT: Board Members - Mitchell

AUDIENCE COMMENTS

Ms. Barbara Calhoun, speaking as a citizen of Compton, addressed the Board. She said she enjoyed living in the beautiful City of Compton and wanted to ask a question regarding the agenda of the Personnel Board and past activity.

Ms. Calhoun started by directing the Board to look at several previous agendas for the Personnel Board and for the City Council. First, she explained that in some positions where the classification study is going on, a lower ranked position requires more experience than the supervisor position over it. In some particular cases while the Personnel Board approved the description, the issue then went before the City Council. The City Council requested it go back to the Personnel Board to review the experience required and titles. Now, the Personnel Board is approving minutes which include the positions that the City Council returned for further review. So the approvals are late.

She then asked when the positions would be coming back, and when they will be corrected as far as the experience and degrees, et cetera. Realizing the question may be difficult to answer at the immediate time, Ms. Calhoun said she understood the Board may not be able to answer at this meeting.

Ms. Quinn suggested Ms. Bradford try to address the question. Ms. Bradford said the first issue was getting the Council dates, and they were not all approved at the same time. Also, when jobs that could be compared for experience were written up, the two jobs descriptions were not necessarily available at the same time for comparison.

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A large part of this issue centered on the consultant hired for the classification study. At times, items were put on the agenda, but not at Personnel's request. Items were pulled. One position was an error. After talking with the City Manager, Personnel wanted to hold workshop with the Council, consultant, and public before making all the corrections, and possibly have the consultant talk with the Personnel Board so the Board has the option to question the consultant on his philosophy processes. So we have been waiting to set up a Council workshop with the public. The City paid them \$85,000 for the study and project. So Personnel preferred to have all the questions asked of him directly. Then the City can come back and fix everything at one time. That has been the holdup.

As the consultant was hospitalized, Personnel is still trying to set up another workshop. That is why it has not gone to the Personnel Board yet. Instead of going back and forth, Ms. Bradford felt Personnel and the Personnel Board should fix what is wrong with it all at one time.

As far as minutes, Ms. Bradford explained the City went through the audit last year and had a change of staff, so the Board got behind on minutes. A year-end audit showed instead of the expected 12 Personnel Board meetings, 21 were held. Personnel also had new staff. During the year-end audit of 2009, the Department realized some minutes had been pulled from the agenda. If the Board does not have a quorum, the minutes do not get approved or something is missing, so the first two in 2009 were pulled from the agenda. The same situation occurred with Special Meetings.

Personnel Department was keeping its own chart of all the meetings, but because there were so many special meetings, the Department tried to maintain them in order. However, if the Personnel Board misses a month, it takes 30 days versus to have another, versus City Council which meets every week. If the Personnel Board did not have a quorum, those minutes did not get approved, so sometimes two months would go by. Personnel Department wants to take it to the Council within an appropriate time frame. Personnel will talk to the City Attorney's Office about an appropriate time frame. A standard must be developed that is acceptable.

Ms. Calhoun said she would have gone to Ms. Bradford directly for the answer to that question, but when she would see Ms. Bradford, she did not have all her information ready; and at other times, meetings were canceled. She said she does not normally go to Personnel Board meetings to discuss things like this, but she did want to inquire. Other times when she thought she could stop by Ms. Bradford's office, she got busy doing other things. She wanted to know as a citizen and did not want to embarrass the Board in any way. She said the Board does a marvelous job.

Ms. Bradford said it would be a great assistance if Ms. Calhoun would ask on the floor for a workshop at the Council meeting. That may push along for the classification study, and it could be very helpful. The City has never had a complete class study where it was so redone. It has been difficult to get it straight at one time. It would assist the Personnel Board greatly if this were brought before the Council.

Ms. Quinn told Ms. Calhoun that she was not embarrassed at all, and she appreciated Ms. Calhoun coming to address her concerns. Ms. Quinn said she would not be embarrassed if anyone came to the podium and asked about decisions or votes she had made.

Ms. Quinn agreed with the Personnel Director that if Council had real concerns, they should pose their questions directly to the \$85,000 a year firm that the City Council approved. In that manner perhaps some of the questions and concerns raised could be answered by the company that actually did the study. Many of those explanations may be okay with the public after this person has addressed the concerns.

Ms. Quinn welcomed Ms. Calhoun to the meeting anytime and assured her she did not embarrass her in any way. She explained if Ms. Calhoun has a concern about what the Board is doing, she would take it as corrective criticism or something she can be on the lookout for the next time.

PERSONNEL BOARD COMMENTS

Mr. McReynolds asked Ms. Bradford when the Board would receive a list they have been waiting for on certain positions, exemptions, et cetera. Ms. Bradford explained the employee who is preparing that information had a personal issue come up. Instead of rushing this list through, it will be brought back next month, and it will be on the April agenda.

Mr. McReynolds also wanted to thank Ms. Calhoun for coming forward and speaking at the meeting. He was pleased that a citizen was following the Board's activities and questioning them. He commended her for sharing her concerns and said a good way to get things done is to question the people on the Boards and who are making decisions.

CLOSED SESSION

There was no discussion for closed session.

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ADJOURNMENT

On the motion by Baker, seconded by McReynolds, the Personnel Board agreed to adjourn the meeting at 6:46 p. m. by the following vote on roll call:

AYES: Board Members - Banks, Baker, McReynolds, Quinn
NOES: Board Members - None
ABSENT: Board Members - Mitchell

Respectfully submitted,

KAREEMAH BRADFORD
HUMAN RESOURCES DIRECTOR
CLERK TO THE PERSONNEL BOARD

MARTHA QUINN, CHAIRPERSON
PERSONNEL BOARD

Next Personnel Board Meeting, Regular Meeting, Thursday, April 15, 2010, at 6:00 p.m. in the City Council Chambers.

PERSONNEL BOARD – CITY OF COMPTON
COUNCIL CHAMBERS – COMPTON CITY HALL
REGULAR MEETING
APRIL 15, 2010

CALL TO ORDER

The Personnel Board of the City of Compton held a meeting on Thursday, April 15, 2010, in the City Hall Council Chambers, located at 205 South Willowbrook Avenue, Compton, California. The meeting was called to order by Chairperson Martha Quinn at 6:07 p.m.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Mr. Baker.

ROLL CALL

MEMBERS PRESENT: Ernest Baker, Margaret Mitchell,
Willie McReynolds, Martha Quinn

MEMBERS ABSENT: Barbara Banks

STAFF PRESENT: Ruth Rugley, Chief Deputy City Attorney
Legal Advisor to the Board

Sheri Eaton, Personnel Analyst
Acting Clerk to the Personnel Board

CITY OFFICIALS PRESENT: None

APPROVAL OF MINUTES OF PREVIOUS MEETING

March 18, 2010, Regular Meeting

On motion by McReynolds, seconded by Mitchell, the minutes for the March 18, 2010, Regular Meeting were approved by the following vote on roll call:

AYES: Board Members - Baker, Mitchell, McReynolds, Quinn

NOES: Board Members - None

ABSENT: Board Members - Banks

UNFINISHED BUSINESS --

There was no unfinished business for discussion.

NEW BUSINESS

1. Oral and Written Communications, Reports, and Requests

A. Report of Temporary Positions (as of March 31, 2010)

A revised report for temporary and exempt was given to each Board Member for review.

Ms. Quinn inquired about positions expiring May 1st and said that recruitment was not started. Ms. Eaton explained the current status is that the City Manager is holding recruitment for all positions that are in the General Fund now. Obviously, there are budget constraints, so right now the positions that are federally funded will be opening up in, perhaps, eight weeks; however, the rest are on hold for now.

Specifically, the Maintenance Worker position recruitment has not started, but it is scheduled to be opened within one or two weeks. The Mechanic Lead Worker and the Public Works Inspector positions are on hold because of the budget.

Mr. McReynolds acknowledged the hold is related to the budget problems, but based on the City Charter designating when these are supposed to take place, he asked if the City Charter was being bypassed in some way. Ms. Eaton said no, that the City is in the process of doing the budget for the next fiscal year, and based on the outcome of the budget reviews, they may end up having to lay off some workers. While the City hopes the situation does not come to that, it is a possibility.

Ms. Mitchell pointed out that since the Personnel Board will not meet before May 1st, these positions will expire under temporary. She asked how that will be handled. Ms. Eaton responded she hoped that a meeting with a budget officer will make it possible to bring something back to the Board next month and make a request to exempt next month. Ms. Eaton pointed out the next meeting is a Special Hearing on April 22nd, and based on that, she hoped to have something to bring back to the Board at that date.

Mr. Baker wanted to clarify the Maintenance Worker I position. He said there were two temporary positions available; one has an effective date of March 3rd, and one is March 13th, but both have the same expiration date of June 3rd. He asked if that was one position or two. Ms. Quinn pointed out they were both in Parks and Recreation. Ms. Eaton said she thought there was a typographical error, and one was moved to the exempted positions

report, and expiration date said 3/18, rather than 2/18. Ms. Quinn asked if one should have been deleted, to which Ms. Eaton said yes.

On motion by Mitchell, seconded by Baker, to receive and file the report of Temporary Positions (as of March 31, 2010) was approved on the following vote on roll call:

AYES: Board Members - Baker, Mitchell, McReynolds, Quinn
NOES: Board Members - None
ABSENT: Board Members - Banks

B. Report of Exempted Positions (as of March 31, 2010)

Item was pulled after Ms. Rugley said the Board could either have a motion to pull the item, or the Chairperson could pull it. Ms. Quinn asked the Clerk to bring that item back on the report of exempted positions at the next meeting as a person who usually does not process these reports handled it this time, and it was not ready for the Board.

C. Approval of Proposed Eligible Lists

1. Deputy City Attorney III – (Promotional and Open-Competitive)

Ms. Mitchell asked for clarification on the number of open and competitive. Ms. Eaton answered one is on the promotional list and ten on the open competitive list.

On motion by McReynolds, seconded by Baker, the Approval of Proposed Eligible Lists, Deputy City Attorney III – (Promotional and Open-Competitive) was approved by the following vote on roll call:

AYES: Board Members - Mitchell, Baker, McReynolds, Quinn
NOES: Board Members - None
ABSENT: Board Members - Banks

2. Deputy City Attorney II – (Open-Competitive)

Ms. Eaton explained there are seven names on the open-competitive list.

On motion by Mitchell, seconded by McReynolds, the Approval of Proposed Eligible List, Deputy City Attorney II – (Open-Competitive) was approved by the following vote on roll call:

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AYES: Board Members - Mitchell, Baker, McReynolds, Quinn
NOES: Board Members - None
ABSENT: Board Members - Banks

D. Extension of Eligible Lists

1. Administrative Technician – (Open-Competitive, 1st Extension, 3 eligible candidates)

On motion by Mitchell, seconded by Baker, the Extension of Eligible List, Administrative Technician – (Open-Competitive, 1st Extension, 3 eligible candidates) was approved by the following vote on roll call:

AYES: Board Members - Mitchell, Baker, McReynolds, Quinn
NOES: Board Members - None
ABSENT: Board Members - Banks

2. Maintenance Worker – (Open-Competitive, 1st Extension, 7 eligible candidates)

On motion by McReynolds, seconded by Baker, the Extension of Eligible List, Maintenance Worker – (Open-Competitive, 1st Extension, 7 eligible candidates) was approved by the following vote on roll call:

AYES: Board Members - Mitchell, Baker, McReynolds, Quinn
NOES: Board Members - None
ABSENT: Board Members - Banks

3. Workers' Compensation Claims coordinator – (Open-Competitive, 2nd Extension, 3 eligible candidates)

On motion by Mitchell, seconded by McReynolds, the Extension of Eligible List, Workers' Compensation Claims Coordinator – (Open-Competitive, 2nd Extension, 3 eligible candidates) was approved by the following vote on roll call:

AYES: Board Members - Mitchell, Baker, McReynolds, Quinn
NOES: Board Members - None
ABSENT: Board Members - Banks

E. Request to Reschedule Hearing Dates

1. Charles Nelson – Public Works
Re: Suspension/Termination

Ms. Eaton explained at the last meeting, dates were selected for Mr. Nelson's termination hearing, and it was decided he would come back, and the dates would be switched for suspension, so suspension would be heard first and termination second.

Ms. Rugley offered to make the dates on behalf of the City. She suggested the appellant choose the date. If it was fine with the Board, the City would accept it.

Mr. Ron Johnson, Business Representative for AFSCME 2325, spoke to the Board on this matter. He stated the Board had previously agreed to a hearing date for Mr. Nelson's termination and allowed him to appeal his 28-day suspension. Therefore, it was concluded that the suspension should precede the termination. Tonight he wanted to reschedule the dates. Previously the termination dates were scheduled for July 8^h, 15th, and 29th. Now, he asked the Board to substitute those same dates to do the suspension hearing.

Ms. Rugley suggested a motion to decide the matter.

On motion by McReynolds, seconded by Mitchell, the Board rescheduled the termination hearing of Charles Nelson to a suspension hearing to be held on July 8th, July 15th, and July 29th. This motion was approved by the following vote on roll call:

AYES: Board Members - Mitchell, Baker, McReynolds, Quinn
NOES: Board Members - None
ABSENT: Board Members - Banks

Ms. Rugley asked if the Board should set the other hearing too. Ms. Eaton suggested the Board could set the second hearing if both parties were ready.

Mr. Johnson said he needed to speak to Mr. Toussaint Bailey, the attorney for the City, he believed, who was going to hold that hearing. He thought he would speak with Mr. Bailey. Ms. Rugley thought since the calendar was booked through July or August, they could select the dates next week when Mr. Bailey would be in attendance. All parties agreed to wait until next week's Special Meeting to set the dates for the second hearing of Mr. Nelson.

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PUBLIC HEARING

There are no requests, pursuant to Section 1010 and 1103 of the Compton City Charter, to consider proposed amendments to the Position Classification Plan.

PUBLIC HEARING

There are no requests, pursuant to Section 1101 (a) 6 of the Compton City Charter to hold public hearings to consider requests to exempt positions from the Classified Service for a period not to exceed (6) months.

AUDIENCE COMMENTS

There were no audience comments.

PERSONNEL BOARD COMMENTS

Ms. Mitchell and Ms. Quinn asked if the schedule of dates for set hearings before the Personnel Board could be e-mailed to them. Ms. Eaton said she would e-mail the schedule of hearing dates to both Members.

Ms. Quinn asked about the status of the classification study. Specifically, she noted at the last meeting some important question had come up regarding the Council, and she wanted to know the status, if the Council had made a decision or is meeting with the company, and what is going on with that process at this time. The Personnel Board is affected by the Council's potential meeting with the consultant as well as budget problems and possible budget cuts.

Ms. Eaton answered she thought there had been no movement from the last meeting. She believed Ms. Bradford had been meeting with the City Manager to try to get things worked out with him regarding the last request. But as far as Ms. Eaton knew, there had been no movement on that as Council has never requested the consultant meet with them, which was suggested at the last Personnel Board meeting. Ms. Eaton believed they had not met and that she had already made contact with the Council and was waiting for a response, so she had no date to schedule for the company representative.

Mr. Baker asked if there was a plan to have a Personnel Board workshop in the future or if that had been discussed at last month's meeting. Ms. Quinn said it was not discussed. However, that was an important issue to Ms.

Quinn. While she would like to schedule one, she cannot envision fitting it in prior to the new fiscal year.

Ms. Quinn asked if a Board Member wanted a workshop on a particular topic or service. Ms. Mitchell said she would like to think about it. Having workshops periodically is a very good thing, as is to do a review. She requested time to really think about it to decide topic suggestions and asked if, perhaps, the Board can discuss that at the next meeting.

CLOSED SESSION

There was no discussion for closed session.

ADJOURNMENT

On the motion by Baker, seconded by McReynolds, the Personnel Board meeting adjourned at 6:34 p. m. by the following vote on roll call:

AYES: Board Members - Mitchell, Baker, McReynolds, Quinn
NOES: Board Members - None
ABSENT: Board Members - Banks

The next regular meeting of the Personnel Board is Thursday, May 20, 2010, at 6:00 p.m. in the City Council Chambers.

Respectfully submitted,

SHERI D. EATON, PERSONNEL ANALYST
ACTING CLERK TO THE PERSONNEL BOARD

MARTHA QUINN, CHAIRPERSON
PERSONNEL BOARD

PERSONNEL BOARD – CITY OF COMPTON
COUNCIL CHAMBERS – COMPTON CITY HALL
205 SOUTH WILLOWBROOK AVE.
COMPTON, CA 90220
SPECIAL MEETING
April 22, 2010
6:00 p.m.

CALL TO ORDER

The Personnel Board of the City of Compton held a special meeting on Thursday, April 22, 2010, in the City Hall Council Chambers, located at 205 South Willowbrook Avenue, Compton, California. The meeting was called to order by Chairperson Martha Quinn at 6:10 p.m.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Ms. Margaret Mitchell.

ROLL CALL

MEMBERS PRESENT:	Willie McReynolds, Margaret Mitchell Martha Quinn
MEMBERS ABSENT:	Barbara Banks, Ernest Baker
STAFF PRESENT:	Sheri Eaton, Personnel Analyst Acting Clerk to the Personnel Board Ruth Rugley, Chief Deputy City Attorney Legal Advisor to the Board

UNFINISHED BUSINESS

There was no unfinished business for discussion.

A. Report of Exempted Positions (as of March 31, 2010)

On motion by Mitchell, seconded by McReynolds, the Report of Exempted Positions (as of March 31, 2010) was received and filed by the following vote on roll call:

AYES:	Board Members - Mitchell, McReynolds, Quinn
NOES:	Board Members - None
ABSENT:	Board Members - Banks, Baker

PUBLIC HEARING

On motion by Mitchell, seconded by McReynolds, the Public Hearing was opened pursuant to Sections 1101 (a) 6 of the Compton City Charter by the following vote on roll call:

AYES: Board Members - Mitchell, McReynolds, Quinn
NOES: Board Members - None
ABSENT: Board Members - Banks, Baker

Pursuant to Sections 1101(a)6 of the City Charter, the Personnel Board considered requests to exempt the following positions from the Classified Service for a period not to exceed six months:

- Assistant City Engineer (Public Works)
- Mechanic Leadworker (Public Works)
- Public Works Inspector (Public Works)
- Building and Permit Technician (Building & Safety)
- Fire Protection Specialist II (Fire)
- Maintenance Worker III (Parks & Recreation)
- Risk Manager (City Attorney)

John Strickland, representing Public Works Department, requested the Personnel Board to exempt the position of Assistant City Engineer for an additional six months to allow further testing. He also requested that the Personnel Board exempt the position of Mechanic Leadworker for a period not to exceed six months, and he also requested the same for the position of Public Works Inspector.

Ms. Mitchell inquired about the anticipated ability of the City to fill the positions, and Ms. Bradford told the Board that many of the positions were on hold and have just recently been released, and recruitment will begin soon.

Mr. Craig Cornwell from the City Attorney's office requested that the Risk Manager position be exempted. He believes it's vital to the continued operation of City business. He told the Board that there's a meeting already set up to approve the recruitment process to begin, and they are hoping to resolve the matter shortly.

Mr. Brian Batiste, the new Deputy Fire Chief for the Compton Fire Department spoke on behalf of their department about the Fire Protection Specialist II position. He mentioned a previous recruitment that was unsuccessful. He said that it's a very important position, dealing with inspections of hazardous materials.

Ms. Barbara Calhoun inquired about help and assistance on passing the tests that are given. She wants to know if there are classes or sample tests that she could get to help pass the test. Ms. Eaton then responded that it's incumbent upon the employee to study the areas that are outlined on the job and that there are no sample tests

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given out. She said that there are books that are available in libraries, but the books are just guides to show them how to take the test, not a sample of tests that are given.

Ms. Quinn made a statement that these positions are more technical positions and that the people who are qualified to take these tests usually would have some knowledge of what would be given on the test.

Ms. Bradford agreed that most people who took the test knew what to study.

Ms. Quinn asked if there's something that could be accessed on the internet to help them in preparation of taking the exam. Mr. Batiste said that there are study materials available online and on hard copies, interactive CD's, and publications.

Ms. Mitchell asked how often it is that no one actually passes an exam that was given. Ms. Bradford said it varies. She said that they will do an analysis for the last fiscal year and get the information for the Board.

Ms. Quinn asked Ms. Bradford whether the Personnel office ever changed or lowered the requirements in order to get more candidates. Ms. Bradford said that they have no authority to do that, that they would have to bring the matter to the City Manager and also refer it to the Board whether or not requirements should be lowered.

Ms. Quinn asked whether the Compton's requirements are similar to other surrounding cities' requirements, and Ms. Bradford said that the requirements of the different cities are similar to that of Compton's.

Mr. Patrick Stewart from Building and Safety spoke on the Permit Technician position. He said it's a critical position for Building and Safety and actually is a hub for four different departments.

Mr. Louis McKenzie from Parks and Recreation spoke on the Maintenance Worker III position. He said that this position is greatly needed and they would appreciate another extension to fill this position.

On motion by McReynolds, seconded by Mitchell, the Public Hearing was closed by the following vote on roll call:

AYES: Board Members - Mitchell, McReynolds, Quinn

NOES: Board Members - None

ABSENT: Board Members - Banks, Baker

On motion by McReynolds, seconded by Mitchell, the requests to exempt the following positions for six months were granted: Assistant City Engineer (Public Works), Mechanic Leadworker (Public Works), Public Works Inspector (Public Works), Building

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and Permit Technician (Building & Safety), Fire Protection Specialist II (Fire), Maintenance Worker III (Parks & Recreation), Risk Manager (City Attorney).

AYES: Board Members - Mitchell, McReynolds, Quinn
NOES: Board Members - None
ABSENT: Board Members - Banks, Baker

APPEAL HEARING

John Strickland – Community Redevelopment Agency (CRA)
RE: GRIEVANCE – Hiring Process

(A transcript was prepared for the Appeal Hearing.)

The Board set a date for deliberations concerning the Appeal Hearing, which would be Monday, May 24, 2010, at 6:00 p.m., and the date was agreed upon by the representatives of both the grievant and the City.

CLOSED SESSION

There was no discussion for closed session.

ADJOURNMENT

On motion by McReynolds, seconded by Mitchell, the Personnel Board meeting adjourned at 9:38 p. m. by the following vote on roll call:

AYES: Board Members - Mitchell, McReynolds, Quinn
NOES: Board Members - None
ABSENT: Board Members - Banks, Baker

Respectfully submitted,

SHERI D. EATON, PERSONNEL ANALYST
ACTING CLERK TO THE PERSONNEL BOARD

MARTHA QUINN, CHAIRPERSON
PERSONNEL BOARD

PERSONNEL BOARD – CITY OF COMPTON
COUNCIL CHAMBERS – COMPTON CITY HALL
REGULAR MEETING
MAY 20, 2010

CALL TO ORDER

The Personnel Board of the City of Compton held a meeting on Thursday, May 20, 2010, in the City Hall Council Chambers, located at 205 South Willowbrook Avenue, Compton, California. The meeting was called to order by Acting Chairperson Margaret Mitchell at 6:05 p.m.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Ms. Banks.

ROLL CALL

MEMBERS PRESENT: Barbara Banks, Ernest Baker, Margaret Mitchell, Willie McReynolds

MEMBERS ABSENT: Martha Quinn

STAFF PRESENT: Ruth Rugley, Chief Deputy City Attorney
Legal Advisor to the Board
Kareemah Bradford, Human Resources
Director, Clerk to the Personnel Board

CITY OFFICIALS PRESENT: None

APPROVAL OF MINUTES OF PREVIOUS MEETING

April 15, 2010, Regular Meeting
April 22, 2010, Special Meeting

On motion by McReynolds, seconded by Baker, to approve the Minutes for the April 15, 2010, Regular Meeting was approved by the following vote on roll call:

AYES: Board Members - Banks, Baker, Mitchell, McReynolds
NOES: Board Members - None
ABSENT: Board Members - Quinn

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On motion by McReynolds, seconded by Banks, to approve the Minutes for the April 22, 2010, Special Meeting was approved by the following vote on roll call:

AYES: Board Members – Baker, Mitchell, McReynolds
NOES: Board Members – None
ABSTAIN: Board Members - Banks
ABSENT: Board Members - Quinn

UNFINISHED BUSINESS

There was no unfinished business for discussion.

NEW BUSINESS

1. Oral and Written Communications, Reports, and Requests

A. Report of Temporary Positions as of April 30, 2010

On motion by McReynolds, seconded by Baker, to receive and file the report of Temporary Positions as of April 30, 2010 was approved by the following vote on roll call:

AYES: Board Members – Banks, Baker, Mitchell, McReynolds
NOES: Board Members - None
ABSENT: Board Members – Quinn

B. Report of Exempted Positions as of April 30, 2010

On motion by Banks, seconded by McReynolds, to receive and file the report of Exempted Positions as of April 30, 2010 was approved by the following vote on roll call:

AYES: Board Members – Banks, Baker, Mitchell, McReynolds
NOES: Board Members - None
ABSENT: Board Members – Quinn

C. Request from the City Manager that the Personnel Board finds and declares that in its opinion, the best interests of the public service require the examination for the Deputy City Treasurer is both promotional and open and competitive and not restricted to persons in the Classified Service.

Ms. Bradford explained that in the current situation, the City has only one candidate who has passed the test, and in the event something happens, the City would want to have the eligible list and not pay additional costs and find another for temporary. So if it is opened up at this time, the City will be able to find another without incurring additional cost and not have to come back and request again.

On motion by McReynolds, seconded by Banks, to approve the request from the City Manager that the Personnel Board finds and declares that in its opinion, the best interests of the public service require the examination for the Deputy City Treasurer is both promotional and open-competitive and not restricted to persons in the Classified Service:

AYES: Board Members – Banks, Baker, Mitchell, McReynolds
NOES: Board Members - None
ABSENT: Board Members – Quinn

D. Requests for Temporary Appointments:

1. Community Center Director – Parks & Recreation

Ms. Bradford explained there are four slots for this position of which two are filled. One Director retired May 2nd, 2010, and to continue the flow of summer programs, the City needs someone to fill that position until recruitment can be done. She explained the Board had previously approved two positions, but those were in different parks, and each park has a Community Center Director. During the summer a Director will be needed at the parks while recruitment is being done.

On motion by McReynolds, seconded by Banks, the Request for Temporary Appointment of Community Center Director – Parks & Recreation was approved by the following vote on roll call:

AYES: Board Members – Banks, Baker, Mitchell, McReynolds
NOES: Board Members - None
ABSENT: Board Members – Quinn

2. Recreation Leader (2) – Parks and Recreation

Ms. Bradford explained this was a similar situation with two Recreation Leaders that were on extended leave and then were retiring in the beginning

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of May. These vacant positions are currently being filled in an interim capacity. She explained temporary appointments are needed until testing is completed.

On motion by Banks, seconded by Baker, the Request for Temporary Appointment of Recreation Leader (2) - Parks & Recreation was approved by the following vote on roll call:

AYES: Board Members - Banks, Baker, Mitchell, McReynolds

NOES: Board Members - None

ABSENT: Board Members - Quinn

3. Parks & Recreation Director – Parks and Recreation

Ms. Bradford passed along apologies from the City Manager that he and his assistants were unable to attend tonight's meeting as they were at the Town Hall Meeting being held at the same time.

Ms. Bradford explained the Parks & Recreation Director retired May 2nd, 2010, and the position is currently being served on an interim basis. However, since it is now vacant, it has to be a temporary appointment for Director. The City Manager is requesting approval for temporary appointment.

On motion by McReynolds, seconded by Banks, the Request for Temporary Appointment of Parks & Recreation Director - Parks & Recreation was approved by the following vote on roll call:

AYES: Board Members - Banks, Baker, Mitchell, McReynolds

NOES: Board Members - None

ABSENT: Board Members - Quinn

4. Public Works Director/City Engineer – Public Works

Ms. Bradford explained that the request is again from the City Manager and that the last person serving in this capacity retired in November of 2009. Someone is performing the role as interim Public Works Director who was hired on contract, and, of course, the City needs to get someone in the Civil Service Classification to perform these duties while the City proceeds with testing; therefore, the City Manager is requesting a temporary appointment.

She further explained that the Public Works Department is one of the largest departments within the City and is responsible for street maintenance and tree trimming; in addition a lot of projects are ongoing. The City Charter requires that the city have these positions.

On motion by Banks, seconded by McReynolds, the Request for Temporary Appointment of Public Works Director/City Engineer – Public Works was approved by the following vote on roll call:

AYES: Board Members – Banks, Baker, Mitchell, McReynolds
NOES: Board Members - None
ABSENT: Board Members – Quinn

5. Senior Civil Engineer – Public Works

Mr. William Lewis, Assistant Civil Engineer for the City of Compton, asked to speak. He asked how someone would be appointed to this position and specifically, if this was going to be based on a list of qualified personnel that were already working for the City. He explained that he thought the Director was not aware the position was going to be placed on the agenda for tonight's meeting.

Ms. Bradford replied she had a request from the Public Works interim Director on April 20, 2010, and the Director had been notified it was on the agenda. The request form to the City Manager was signed by the Director.

Ms. Bradford explained that for a temporary appointment, the department manager has to have HR post it for ten days to find a temporary person if he does not know of someone already, or have an application submitted that HR reviews.

Ms. Bradford said she thought this position requires a professional engineer, and the position has been vacant. That has been a problem in the Department because that department has had too many high level positions vacant, and the work is behind, and projects have to get done. So the Department needs another engineer immediately.

Mr. Baker asked about testing time frames. Ms. Bradford explained the City is trying to catch up on the testing. She said the exemption list identifies all the recruitments in process, and HR is working with the exemptions of temporary appointments first. Once the temporary appointment is approved, then that is immediately scheduled. Some are already approved,

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and those are the recruitments now open. So for tonight's approvals, HR will try to get the recruitment open in the next two weeks.

Mr. McReynolds asked how the Department got into this situation where they do not have a director or the Senior Civil Engineer.

Ms. Bradford explained without going into specific personnel issues that some individuals were terminated or resigned, and it left a gap in leadership to recruit or even work with HR to get some of the recruitments done because some individuals were on extended administrative leave, and no one was available. Then there was a change-out. For the last year and a half, there has been an upheaval in management of that department.

On motion by Banks, seconded by McReynolds, the Request for Temporary Appointment of Senior Civil Engineer – Public Works was approved by the following vote on roll call:

AYES: Board Members – Banks, Baker, Mitchell, McReynolds

NOES: Board Members - None

ABSENT: Board Members – Quinn

6. Systems Coordinator – Water Department

Mr. Michael Harvey spoke to the Board and requested this temporary appointment. He explained the City Council approved \$4 million in bonds for Compton to go out and do infrastructure work. Along with that, the City is also in the process of dealing with the sewer because the Water Department has just now become billing agent for the Sewer Department for the bonds received. So the Water Department now has water and sewer they are billing for, and that has caused issues with the software program. It now needs to be updated.

Mr. Harvey explained the City is going to an enterprise software, which has been delayed, so the software will be upgraded. With that upgrade and additional work, the Water Department needs someone to focus completely on the software and all the integration and make sure staff gets trained. Therefore, the Water Department needs a temporary appointment immediately because the Council has asked the Department to start getting construction work completed very quickly.

He added the Department has almost \$10 million it needs to spend next year, and it needs to get it into place, so the Department can start billing it

and do the necessary work. This is an urgent position so the Department can start on the massive work set out for it.

Ms. Mitchell asked if the Sewer Department was County, and Mr. Harvey said it was actually Public Works.

On motion by McReynolds, seconded by Banks, the Request for Temporary Appointment of Systems Coordinator – Water Department was approved by the following vote on roll call:

AYES: Board Members – Banks, Baker, Mitchell, McReynolds
NOES: Board Members - None
ABSENT: Board Members – Quinn

7. Senior Administrative Analyst – Water Department

Mr. Michael Harvey addressed the Board again. He, again, pointed out the Water Department is in the midst of some very phenomenal type of work being done in the City. To that point, the Department has new work that is going to require that the City receives Requests For Proposal (RFP). Bids are going on; proposals have to be reviewed. The Water Department will be running \$10 to \$12 million of work in the next nine months. As such, the Department needs administrative staff to handle the workload; at this time, the Department does not have the required administrative staff.

In addition, the Department needs to have an upper level individual, like the Department used to have, that can be tasked with looking at these different things and budget aspects and make sure bond money is properly funded, that vendors are paid in correct time frames. So a Senior Administrative Analyst is the next higher position that the Manager is looking for to make sure the Department is able to cover the necessary tasks to complete the bond work.

Mr. Baker asked if these positions just popped up suddenly. Mr. Harvey explained the positions were in the budget, but the Department had to wait for the bonds to be approved and get through the basic pieces of funding and bonds being posted and doing the first level of work. He said the first level of work is the engineering piece, and now that is done, and the Department is ready to go to bid. Now the administrative piece is necessary. Further, the Department did not want to spend money early or without cause. The Manager has been very frugal in getting positions right as they are needed. This is a start to see the dollars go to work.

Ms. Bradford added that this was budgeted for half a year, not January, and in the first part of the year, the City Manager had other challenges, so recruitment was not actively done. The Senior Administrative Analyst is promotional only, and that recruitment is closed, so Personnel will have an eligible list.

Mr. McReynolds asked if this person would review applications for the senior discount program. Mr. Harvey said the Water Department posts it, but the verification that the senior qualifies is actually done in the Treasurer's Department.

On motion by Banks, seconded by Baker, the Request for Temporary Appointment of Senior Administrative Analyst – Water was approved by the following vote on roll call:

AYES: Board Members - Banks, Baker, Mitchell, McReynolds

NOES: Board Members - None

ABSENT: Board Members - Quinn

8. Training and Services Coordinator – Career Link

Ms. Kimberly McKenzie, Director of Career Link, spoke to the Board to request this temporary appointment because the incumbent has been on a leave of absence since February. This is a supervisory position and manages Career Link's programs and services, and it oversees Training Services Assistant and other staff. Also, it provides direct service to clients, and works with case managers and all services that are provided to the State. The position monitors local and state performance to make sure files are up-to-date.

A new program begins next month, and this person is needed because the person will be tasked with ensuring the program is successful. There are training requirements, so Career Link needs someone to monitor and make sure performance requirements are met.

Mr. McReynolds asked if the City will lose funds if the position is not filled. Ms. McKenzie explained if the position is not filled, Career Link's performance will be affected eventually, and it will affect future funding. Career Link needs to be sure to meet performance requirements this year. The Department needs this person to make sure all the numbers are in and the Department is meeting performance requirements.

Ms. McKenzie said the Department has a couple of people in mind from other work resource centers. People are being laid off, and people have been inquiring because of what is going on with other agencies, so Career Link has people in mind they would like to interview who have the necessary skill set.

On motion by McReynolds, seconded by Banks, the Request for Temporary Appointment of Training and Services Coordinator – Career Link was approved by the following vote on roll call:

AYES: Board Members - Banks, Baker, Mitchell, McReynolds
NOES: Board Members - None
ABSENT: Board Members - Quinn

9. Maintenance Worker I (3) – Public Works

Kareemah Bradford made a correction on the floor that the temporary appointment request should be for one Maintenance Worker I and not three Maintenance Workers I as requested on the Request for Temporary Form.

Mr. Robert Montgomery spoke to the Board. He explained this temporary appointment is needed because the Department has a lot of work to do in the City, and the Street Department is a 24-hour service. This position does make a difference.

Ms. Mitchell asked how many Maintenance Workers I Public Works has. Mr. Montgomery said there were seven Maintenance Workers, and Ms. Bradford clarified the Department has one official vacancy. There are several move-ups, so there is an interim appointment. There is one that is officially vacant.

On motion by McReynolds, seconded by Baker, the Request for Temporary Appointment of Maintenance Worker I (1) – Public Works was approved by the following vote on roll call:

AYES: Board Members - Banks, Baker, Mitchell, McReynolds
NOES: Board Members - None
ABSENT: Board Members - Quinn

10. Maintenance Worker Trainee (2) – Public Works

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This item was pulled from the agenda.

E. Request to Abolish Eligible List

1. Water Service Worker II – Water
2. Water Service Worker III - Water

Ms. Bradford explained the list started off with eight names, and she thought the Department had made five selections, and a couple of the candidates were disqualified. Two qualified candidates remain, and the manager is requesting the list be abolished.

Ms. Bradford thought Grade I testing, which is a required certification after a year, was given in March. The hope is the Department will get a new selection of qualified people with certification so other people can take the exam for the Grade 1. To qualify as Grade II, a person has to also qualify as Grade I. Currently the City has employees who have passed Grade I who qualify for Grade II, and they should be able to promote. There will be a greater pool of candidates.

Water Service Worker III is also requested. For the Water Service Worker II, following interviews, only one candidate was left on the list. So testing is just completed for the Grade I and Grade II. The City is hopeful there are more qualified candidates out there for those two positions. The Department is requesting the list be abolished and start anew.

Mr. McReynolds asked if previously there had been a problem where the Department could not get qualified people for these positions. Ms. Bradford said that had been the case, but now there are qualified candidates. Employees who were not qualified are now qualified, and there is a greater pool. The test was just given, and there have been layoffs with other agencies. That was not the case previously. So there is an internal pool of candidates now and a pool of outside candidates.

Mr. Michael Harvey said the opportunity to test only happens twice a year, and this is a great opportunity, after the people have received their notification, to actually get some of these young men and women who have gone through ten years of classroom training and work experience to have an opportunity to bring them on and get on the list. In addition, next year more people may be required, and there may be a need to do temporary. This will give the Department an opportunity. There are II's and III's journeyman and Lead Workers with that. It is very important to have

someone who has the knowledge, skill, training, and background. It is important to have qualified leads.

With the \$40 million worth of bonds, the Department will have a lot of work, so it needs a full staff in order to meet the challenges and goals that have been set. It is important to get a qualified list started now because the openings are coming up. It will start to open up. People will move from company to company paying the best rate. The Department is competitive, and the City should get the most qualified people.

On motion by Banks, seconded by Baker, the Request to abolish Eligible List for Water Service Worker II – Water, and Water Service Worker III – Water, was approved by the following vote on roll call:

AYES: Board Members - Banks, Baker, Mitchell, McReynolds
NOES: Board Members - None
ABSENT: Board Members - Quinn

F. Extension of Eligible List

1. Office Assistant I Bilingual (2nd extension, 4 candidates)

On motion by McReynolds, seconded by Banks, the Request for Extension of Eligible List for Office Assistant I Bilingual (2nd extension, 4 candidates) was approved on the following vote on roll call:

AYES: Board Members - Banks, Baker, Mitchell, McReynolds
NOES: Board Members - None
ABSENT: Board Members - Quinn

PUBLIC HEARING

There are no requests, pursuant to Section 1010 and 1103 of the Compton City Charter, to consider proposed amendments to the Position Classification Plan.

PUBLIC HEARING – Opened at 6:43 p.m.

The Personnel Board, pursuant to Section 1101 (a) 6 of the Compton City Charter, will hold public hearings to consider requests to exempt the following positions from the Classified Service for a period not to exceed (6) months: Housing Eligibility Specialist II – (Local Housing), Maintenance Worker I (2) – (Parks & Recreation), Fire Engineer – (Fire), Senior Economic

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Development Specialist – (Planning & Economic Development Department), and Housing Rehabilitation Specialist – (Community Redevelopment Agency).

On motion by McReynolds, seconded by Banks, to open the public hearing pursuant to Section 1101 (a) 6 of the Compton City Charter to hold public hearings to consider requests to exempt the following positions from the Classified Service for a period not to exceed (6) months: Housing Eligibility Specialist II – (Local Housing), Maintenance Worker I (2) – (Parks & Recreation), Fire Engineer – (Fire), Senior Economic Development Specialist – (Planning & Economic Development Department), and Housing Rehabilitation Specialist – (Community Redevelopment Agency) was approved by the following vote on roll call:

AYES: Board Members - Banks, Baker, Mitchell, McReynolds
NOES: Board Members - None
ABSENT: Board Members - Quinn

The following items were pulled from the agenda:

Building & Permit Technician - (Building & Safety)
Community Center Director – (Parks & Recreation)
Maintenance Worker III – (Parks & Recreation)
Deputy City Treasurer - (City Treasurer)
Fire Protection Specialist II - (Fire)
Grants Coordinator – (Planning & Economic Development Department)
Assistant City Engineer - (Public Works)
Maintenance Worker I - (Public Works)
Mechanic – (Public Works)
Mechanic Leadworker - (Public Works)
Public Works Inspector - (Public Works)
Risk Manager - (City Attorney)

Housing Eligibility Specialist II – (Local Housing) -

Ms. Delmonsha Green spoke on behalf of the Local Compton Housing Authority. She explained that this position will be involved in the day-to-day operations of the Department which is mandated by HUD Section 8. Currently the Local Housing Department is going through several internal audits and is also getting ready for the final audit, which is C-MAT which assigns a score based on if the Department is doing what it is supposed to be doing. Funding is allocated accordingly, and without this position, it

would be more difficult to get the work done because the Department is already short-staffed.

Maintenance Worker I (2) – (Parks & Recreation) –

Mr. Marvin Hunt of the Parks & Recreation Department addressed the Board. He explained currently the Department is involved in multiple programs in which it approves and expands the City's parks and green space. Several projects have recently finished up, including Wilson Park. Tennis courts and restrooms were added to Leuders Park also.

This position is important so the Department can maintain open space and also provide Compton citizens with an adequate facility where they can enjoy the parks. Currently there are 18 maintenance workers patrolling the parks, and these positions need to be filled desperately so services can continue.

Fire Engineer – (Fire) –

Mr. Jon Thompson, Fire Chief, spoke to the Board about this position. He explained it is a very important position and one that actually drives individuals to and from the scenes of emergencies. Upon arrival this position is responsible for pumping the water, providing tools necessary for mitigation of whatever type of problem encountered.

Currently, there is a person in the position due to a vacancy need, and the Department is in the process of testing this individual for Fire Engineer. Possibly, the individual will be moved into the position via the testing process for Fire Engineer. It is imperative that the Department continue to hold this particular position because it is an MOU mandated position. Therefore, if an individual is not approved, the City will have to pay time and a half.

Senior Economic Development Specialist (Planning & Economic Development Department) –

Ms. Ebony McGee, representing the Planning and Economic Development Department addressed the Board about this position. She explained this position is critical to the Department because the individual is responsible for attracting and retaining business throughout the City as well as marketing efforts and creating a city identity. Responsibilities include overseeing three of the City's major programs, Enterprise Zone, Revolving Loan, and Commercial Facility program.

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Housing Rehabilitation Specialist – (Community Redevelopment Agency) –

Ms. Bradford explained most of the staff were preparing for an upcoming conference. She thought the housing position is responsible for a revolving loan program to assist individuals to upgrade their home or bring it up to code, and it involves going out and assisting with other programs too. The position is important, and they need someone in a temporary capacity and exempted until Personnel can get the testing. Applications have already been taken for that. The application period is closed, and testing will follow.

On motion by McReynolds, seconded by Banks, to close the public hearing pursuant to Section 1101 (a) 6 of the Compton City Charter to hold public hearings to consider requests to exempt positions from the Classified Service for a period not to exceed (6) months was approved at 6:54 p.m. by the following vote on roll call:

AYES: Board Members – Banks, Baker, Mitchell, McReynolds
NOES: Board Members - None
ABSENT: Board Members – Quinn

On motion by McReynolds, seconded by Banks, to exempt the following positions from the Classified Service for a period not to exceed (6) months for Housing Eligibility Specialist II – (Local Housing), Maintenance Worker I (2) – (Parks & Recreation), Fire Engineer – (Fire), Senior Economic Development Specialist – (Planning & economic Development Department), Housing Rehabilitation Specialist – (Community Redevelopment Agency) was approved by the following vote on roll call:

AYES: Board Members - Banks, Baker, Mitchell, McReynolds
NOES: Board Members - None
ABSENT Board Members - Quinn

AUDIENCE COMMENTS

There were no audience comments.

PERSONNEL BOARD COMMENTS

Ms. Banks thanked everyone in the audience for attending the meeting and sharing their concerns, issues, or just attending to give updates on temporary positions and departments.

Ms. Mitchell said it was a pleasure to serve as the Chairperson for the meeting, and it is a lot harder to do than it looks. She thanked Ms. Bradford for her assistance throughout the evening to make sure necessary words were said at the proper times.

CLOSED SESSION

There were no items for closed session.

ADJOURNMENT

On the motion by Baker, seconded by McReynolds, the Personnel Board agreed to adjourn the meeting by the following vote on roll call:

AYES: Board Members - Banks, Baker, Mitchell, McReynolds
NOES: Board Members - None
ABSENT: Board Members - Quinn

On motion by Baker, seconded by McReynolds, the Personnel Board meeting adjourned at 6:58 p.m. by the following vote on roll call:

AYES: Board Members - Banks, Baker, Mitchell, McReynolds
NOES: Board Members - None
ABSENT: Board Members - Quinn

Respectfully submitted,

MARGARET MITCHELL
ACTING CHAIRPERSON
PERSONNEL BOARD

KAREEMAH BRADFORD
HUMAN RESOURCES DIRECTOR
CLERK TO THE PERSONNEL BOARD

Next Personnel Board Meeting, Regular Meeting, Thursday, June 17, 2010,
at 6:00 p.m. in the City Council Chambers.

PERSONNEL BOARD – CITY OF COMPTON
COUNCIL CHAMBERS – COMPTON CITY HALL
205 SOUTH WILLOWBROOK AVE., COMPTON, CA 90220
REGULAR MEETING
June 17, 2010
6:00 p.m.

CALL TO ORDER

The Personnel Board of the City of Compton held a Regular Meeting on Thursday, June 17, 2010, in the City Hall Council Chambers, located at 205 South Willowbrook Avenue, Compton, California. The meeting was called to order by Chairperson Martha Quinn at 6:02 p.m.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Mr. Willie McReynolds.

ROLL CALL

MEMBERS PRESENT: Willie McReynolds, Margaret Mitchell,
Martha Quinn

MEMBERS ABSENT: Barbara Banks, Ernest Baker

STAFF PRESENT: Sheri Eaton, Personnel Analyst,
Acting Clerk to the Personnel Board

Craig Cornwell, Deputy City Attorney,
Legal Advisor to the Board

APPROVAL OF MINUTES OF PREVIOUS MEETING

May 20, 2010 Regular Meeting.

On motion by Mitchell, seconded by McReynolds, the Minutes of the previous Regular Meeting of May 20, 2010 was approved by the following vote on roll call:

AYES: Board Members - Mitchell, McReynolds, Quinn
NOES: Board Members - None
ABSENT: Board Members - Banks, Baker

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NEW BUSINESS

1. Oral and Written Communications, Reports and Requests

A. Report of Temporary Positions as of May 31, 2010.

On motion by Mitchell, seconded by McReynolds, the Report of Temporary Positions as of May 31, 2010, was received and filed by the following vote on roll call:

AYES: Board Members - Mitchell, McReynolds, Quinn
NOES: Board Members - None
ABSENT: Board Members - Banks, Baker

B. Report of Exempt Positions as of May 31, 2010.

On motion by McReynolds, seconded by Mitchell, the Report of Exempt Positions as of May 31, 2010, was received and filed by the following vote on roll call:

AYES: Board Members - Mitchell, McReynolds, Quinn
NOES: Board Members - None
ABSENT: Board Members - Banks, Baker

C. Requests for Temporary Appointments:

1. Water Service Worker II – Water
2. Water Service Worker III – Water

Michael Harvey spoke on behalf of the Water Department to let the Board know of their request for the Temporary Appointments of Water Service Worker II and Water Service Worker III. He said that they have exhausted the list and had the list abolished because there weren't enough people on it, and they are going to start a new testing process. He said both positions require a Water Service Certification.

Ms. Quinn asked for the differentiation of Water Service Worker II and Water Service Worker III, and Mr. Harvey explained that III is the Lead Supervisor and II is a Senior Supervisor but is underneath III.

Ms. Quinn asked if there is only one II and one III in the department. Mr. Harvey said that there are four III's and eight II's, but right now, they are requesting one of each for those positions.

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On motion by McReynolds, seconded by Mitchell, the Request for Temporary Appointments for Water Service Worker II and Water Service Worker III was approved by the following vote on roll call:

AYES: Board Members - Mitchell, McReynolds, Quinn

NOES: Board Members - None

ABSENT: Board Members - Banks, Baker

3. Accounting Technician – Housing

Delmonsha Green spoke on behalf of the Housing Department. They are requesting an Accounting Technician to replace the former Accounting Technician who moved up to a specialist position. She said they desperately need a replacement and that they only have one Accounting Technician.

On motion by Mitchell, seconded by McReynolds, the Request for Temporary Accounting Technician was approved by the following vote on roll call:

AYES: Board Members - Mitchell, McReynolds, Quinn

NOES: Board Members - None

ABSENT: Board Members - Banks, Baker

D. Approval of Proposed Eligible List

1. Fire Protection Specialist II (promotional and open-competitive) pending no appeals.

Ms. Eaton told the Board there are five names on the open-competitive list and one on the promotional.

Mr. McReynolds told the Fire Chief that they can approve a list with less than three names if it's okay with the appointing authority, and the Fire Chief said he's comfortable with it.

On motion by McReynolds, seconded by Mitchell, the Proposed Eligible List for Fire Protection Specialist II was approved by the following vote on roll call:

AYES: Board Members - Mitchell, McReynolds, Quinn

NOES: Board Members - None

ABSENT: Board Members - Banks, Baker

PUBLIC HEARING

On motion by McReynolds, seconded by Mitchell, the Public Hearing was opened at 6:13 p.m., pursuant to Sections 1010 and 1103 of the Compton City Charter to consider proposed amendments to the Position Classification Plan:

Chief Executive
(proposed revised classification specifications)
Police Chief

AYES: Board Members - Mitchell, McReynolds, Quinn

NOES: Board Members - None

ABSENT: Board Members - Banks, Baker

Charles Evans, City Manager, told the Board that on June 8th, the City Council voted to implement the establishment of the Compton Police Department, and part of the process is to update the job description for the Police Chief. He said that they have done that, and they are asking the Board to approve the update of the job specifications.

On the minimum qualifications, they have changed it to at least four years of administrative and management experience. Under required licenses or certifications, they have added ability to obtain a valid California Class C driver's license within 90 days of appointment and ability to obtain a Peace Officer Standard Training Management Certificate, and they have added that that's highly desirable. He expressed their desire to bring in an experienced and highly motivated new Police Chief, and they believe that this new description will allow the City to attract very qualified candidates.

Ms. Mitchell questioned the phrase "highly desirable" for the Management Certificate instead of "required."

Mr. Evans told the Board that after the research that they have done and after looking at various police agencies, they have concluded that the Post-Certified Management Certificate is something that's highly desirable but not necessary to be a Police Chief. He said they want to attract the most qualified people they could find, and they want to have the option that that person can obtain the certificate after being hired.

He said one of the things they did was visited Citrus Heights, California and observed their police department, and they thought that their police department would be a good model to follow, and they found that this was a language they used for recruitment.

Ms. Quinn asked if there are cities that do require it.

Mr. Evans said that in their research, they have not found that it's required. He said that there are a number of steps that one can take to lead up to all the necessary certification, but they have not found it to be a requirement.

Mr. McReynolds felt that it doesn't sound right that private security businesses would need a chief with a certificate but not a Police Chief who is the head of the whole police force.

Mr. Evans in reply said that there are certain post certifications that are required and that there are 15 levels of certification, but that this is a management-level certification.

Mr. McReynolds noted that the Fire Chief is required to be certified; so why not the Police Chief as well.

Mr. Evans said that he can only go by the rules and regulations of the requirements, and there it states that it is not a requirement.

Ms. Mitchell inquired about the 15 levels of certification and where the management certification stands on those levels.

Mr. Evans said that it is next to the top and that you have to go through all levels to go up to the top.

Mr. Cornwell suggested a modification on the statement under "Education and Experience" that instead of "municipal police agency" that it be changed to "governmental." And Mr. Evans agreed to do that.

Mr. Cornwell also asked the Board to amend Bullets 1 through 7 on the physical demand requirement so that one doesn't conflict with the other, that the word "may" be placed in front of the physical demand requirements to make it consistent with the others.

Mr. Michael Harvey spoke on behalf of AFSCME. He just wants to inform the Board that the City did meet with them and they are in the meet and confer process.

Jon Thompson, Fire Chief, told the Board that there are certain levels as well in the Fire Department to get the same discussed certification.

On motion by Mitchell, seconded by McReynolds, the Public Hearing was closed at 6:34 p.m., by the following roll call:

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AYES: Board Members - Mitchell, McReynolds, Quinn

NOES: Board Members - None

ABSENT: Board Members - Banks, Baker

Ms. Mitchell made a motion to approve the proposed revised classification specifications for Chief Executive Police Chief.

Mr. McReynolds then expressed that he was not convinced that the management certification is just "highly desirable" and not required. He believes that something should be required.

Mr. Evans said that they found that if you were a Captain or a Lieutenant, you may not have this type of certification because it is not required for a Captain or a Lieutenant. He said normally, Chiefs would have that certification. So they don't want to rule out Captains or Lieutenants from being a candidate just because they don't have this type of certification. Mr. Evans also stated that this is a nationwide search and not only a local search. So they are thinking that someone who may be a good candidate from a different state, for instance, may not have this certification.

Mr. McReynolds asked if this certification is a state program, and Mr. Evans said that it is. Mr. McReynolds felt that it should state that the certification should be obtained in a certain amount of time.

Mr. Evans said that they thought about putting a time frame to obtain the certification, but they can't find any other cities that did that.

Ms. Quinn asked for examples of cities that did not require it.

Mr. Evans said that the closest comparison to the City of Compton that they found is Citrus Heights, California, and they also looked at Torrance, Cerritos, Whittier, Downey, and Inglewood.

Ms. Quinn asked what it takes to obtain this Post-Certification, and Mr. Evans said it is a two-year program.

Ms. Mitchell asked if the amount of time to obtain this Post-Certification can vary depending on where you are from, and Mr. Evans said it might vary, but it would depend on one to complete it sooner or later than two years, such as if one double up the courses.

Ms. Quinn asked if it is possible for the course to be completed by somebody who is in a full-time position who has already been hired, and Mr. Evans said yes.

Mr. McReynolds said he cannot understand why the language being used for Fire Chief is different from the Police Chief. He felt that some language should be put on there, not just that it is highly desirable. But Mr. Evans said they felt it is not mandatory.

Ms. Mitchell asked for a clarification regarding her motion to close the Public Hearing, which was not seconded, because Mr. McReynolds decided to ask more questions.

Mr. Cornwell stated that the motion was pending and that Ms. Quinn needs to step away from her position as Chair to second the motion.

On motion by Mitchell, seconded by Quinn, after stepping away from the position of Chair, the proposed revised classification specifications for Chief Executive Police Chief was approved by the following roll call:

AYES: Board Members - Mitchell, Quinn

NOES: Board Members - McReynolds

ABSENT: Board Members - Banks, Baker

The motion failed due to a lack of quorum of the Board's majority.

AUDIENCE COMMENTS

Ms. Barbara Calhoun gave her thanks to the Board for their support and concern and answers.

Mayor Eric Perrodin told Mr. McReynolds that he heard his concerns about the job specifications and he thinks they are valid concerns. Mr. Perrodin said that they, the City Council, are concerned about expediting the process, and if something needs to be placed on the specs, that it should be done in an expeditious manner.

Mr. Perrodin asked that a special meeting be called because they were anticipating that this will pass tonight so that they can start the nationwide process as soon as possible. So he wants a special meeting with all the Board Members present because this is an important process that has to be passed immediately.

Mr. McReynolds stated that he just felt that the job description for the Police Chief should be no less than the job description for a Fire Chief. He said the Fire Chief told the Board earlier that you cannot get the certification until you become a Fire Chief, but nonetheless, it is in the job description of the Fire

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Chief. So he feels that it should be in the job description of the Police Chief. Mr. McReynolds said that it is really easy to get him to change his mind about his vote, just put that in there.

Ms. Quinn said that she concurs with the Mayor that a special meeting be held with all the Board Members present to address the item. Ms. Quinn asked if the hearing on July 8th is still on schedule, and Ms. Rugley said it is still on schedule and that there are three sessions scheduled for that appeal.

The Board decided that there will be a special meeting on Thursday, July 1st, 2010, at 6:00 p.m., and it is contingent on the other two board members, who are absent tonight, being available on that date.

ADJOURNMENT

On motion by McReynolds, seconded by Mitchell, the Personnel Board adjourned the meeting at 7:31 p. m. by the following vote on roll call:

AYES: Board Members - Mitchell, McReynolds, Quinn

NOES: Board Members - None

ABSENT: Board Members - Banks, Baker

Respectfully submitted,

MARTHA QUINN, CHAIRPERSON
PERSONNEL BOARD

SHERI D. EATON, PERSONNEL ANALYST
ACTING CLERK TO THE PERSONNEL BOARD

PERSONNEL BOARD – CITY OF COMPTON
COUNCIL CHAMBERS – COMPTON CITY HALL
REGULAR MEETING
JULY 15, 2010

CALL TO ORDER

The Personnel Board of the City of Compton held a meeting on Thursday, July 15, 2010, in the City Hall Council Chambers, located at 205 South Willowbrook Avenue, Compton, California. The meeting was called to order by Acting Chairperson Margaret Mitchell at 6:07 p.m.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Mr. McReynolds.

ROLL CALL

MEMBERS PRESENT: Barbara Banks, Ernest Baker,
Margaret Mitchell, Willie McReynolds

MEMBERS ABSENT: Martha Quinn

STAFF PRESENT: Edward Chavez, Deputy City Attorney III
Legal Advisor to the Board

Kareemah Bradford, Human Resources
Director, Clerk to the Personnel Board

CITY OFFICIALS PRESENT: None

APPROVAL OF MINUTES OF PREVIOUS MEETING

June 17, 2010, Regular Meeting

On motion by McReynolds, seconded by Baker, to approve the minutes for the June 17, 2010, Regular Meeting by the following vote on roll call:

AYES: Board Members - Baker, Mitchell, McReynolds

NOES: Board Members - None

ABSTAIN: Board Members - Banks

ABSENT: Board Members - Quinn

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UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

1. Oral and Written Communications, Reports, and Requests

A. Report of Temporary Positions as of June 30, 2010

Mr. McReynolds inquired about a couple of positions that were set to expire previously. Ms. Bradford explained Administrative Analyst II is no longer in the budget of HR for the fiscal year. In addition the Benefits Service Coordinator position is on the agenda for a temporary appointment, and a Claims Technician exemption is required and will be discussed on the Special Meeting Agenda for July 29th.

On motion by McReynolds, seconded by Banks, to receive and file the report of Temporary Positions as of June 30, 2010 was approved on the following vote on roll call:

AYES: Board Members – Banks, Baker, Mitchell, McReynolds
NOES: Board Members - None
ABSENT: Board Members – Quinn

B. Report of Exempted Positions as of June 30, 2010

Ms. Bradford further explained that the Deputy City Treasurer position is in the final stages of recruitment, as are the **Mechanic Director** and MLES Director. Ms. Mitchell asked about the expiration dates of these positions. Ms. Bradford explained these situations must be addressed with the City Manager.

On motion by Banks, seconded by McReynolds, to receive and file the report of Exempted Positions as of June 30, 2010 was approved on the following vote on roll call:

AYES: Board Members – Banks, Baker, Mitchell, McReynolds
NOES: Board Members - None
ABSENT: Board Members – Quinn

C. Request for Temporary Appointments:

Items pulled from the Agenda: Administrative Technician, Grants Manager, Senior Economic Development Specialist, Senior Planner

1. Benefits Service Coordinator – Human Resources

Ms. Bradford explained that this position is reasonably expected to handle the full range of benefits in HR. The Department has not had a position like this, and the City has not been managing its benefits in the most efficient manner in terms of providing terms, for going off of bid for benefits on something. Further, she said it would be helpful in maintaining continuity of services.

In addition, with the major medical health care reform act, this position is necessary to handle the impact this has on the City. For example, the City may be required to send out notices to employees with children up to the age of 26 who are now eligible to receive insurance coverage. Notices would be required to be sent within 30 days of October 1st. There will be other responsibilities required of the City to comply with the new federal health care reform and other benefits, so HR definitely needs this position. Open recruitment should begin within the next two weeks.

On motion by McReynolds, seconded by Baker, the request for Temporary Appointment of Benefits Service Coordinator – Human Resources was approved on the following vote on roll call:

AYES: Board Members – Banks, Baker, Mitchell, McReynolds
NOES: Board Members – None
ABSENT: Board Members – Quinn

2. Administrative Secretary – Planning and Economic Development

Derek Hull spoke on behalf of the Planning and Economic Development Department regarding this request. He explained this position has not existed in the department since its inception in 2004, but it is a critical position because this person will be primarily responsible for all of the office coordination, maintaining the Director's calendar and setting appointments, and overall coordination within the three divisions, the Planning Division,

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Economic Development Division, and Grants Management division. This position will be able to achieve the goal of continuity in office management.

Ms. Mitchell asked how the duties have been fulfilled up until this time. Mr. Hull explained the Department has one Administrative Technician, and that person is assigned to the Economic Development Division. In addition, there are two Administrative Technicians for Grants Management and one for Economic Department. The problem is each of these individuals only work in his own respective area. There is a little bit of overlap for a planning technician since she sits at the head desk and takes most of the calls that come in. But this new position will alleviate the responsibilities from the Administrative Technicians and Administrative Analysts and will provide overall office coordination.

Mr. Baker asked if the Department had any particular candidates in mind or if there is a particular pool, or if interviewing is required for this position. Mr. Hull said he had a few candidates in mind.

On motion by Banks, seconded by McReynolds, the request for Temporary Appointment of Administrative Secretary – Planning and Economic Development was approved on the following vote on roll call:

AYES: Board Members – Banks, Baker, Mitchell, McReynolds

NOES: Board Members - None

ABSENT: Board Members – Quinn

3. Grants Coordinator – Planning and Economic Development

Derek Hull spoke again on behalf of the Planning and Economic Department. He explained that the Grants Coordinator position has been vacant since June 30th at which time a temporary appointment was granted by the Personnel Board in July 2009. The person who held that temporary position was hired at the end of August, beginning of September and was in a 90-day temporary appointment when the Board then granted a six-month exemption status for the position. That person remained in the position until June 30, 2010.

As of today the HR Department has gone to recruitment, and it closes this week for the position. It is possible that recruitment may not meet the requirements for the Department in terms of the Grants Coordinator. In the

event the Department does not get enough candidates, Mr. Hull requested a person to fulfill the role of temporary Grants Coordinator.

Mr. Baker inquired if the same person would be in the position, and Mr. Hull said the person is no longer with the City. Asked by Mr. Baker if any candidates were already in mind, Mr. Hull said he had a couple of colleagues from organizations that have complementary experience in grant coordination and grant writing and they have applied for the position and submitted their criteria for consideration.

Ms. Mitchell asked Mr. Hull to summarize the importance of the position and the resulting impact if the position is not filled. Mr. Hull explained since 2008 with the change in administration to President Obama, municipalities have been given the opportunity to apply for a number of grants. He cited specifically the American Recovery and Reinvestment Act (ARRA). The City of Compton is the recipient of at least five grants under the ARRA Program. This is in addition to the grants Compton normally receives from the Department of Housing and Urban Development and the Department of Justice.

Also, there are new specific grants available, for example, which would improve housing and a three-year energy grant which would allow weather-stripping of doors and replacing windows that are not energy efficient. The Department of Education presents another grant opportunity, and at least probably one more grant opportunity exists.

These grant opportunities require a person to be diligent in time keeping, monitoring, and making sure the City is meeting requirements. If the city does not meet requirements, Compton could potentially lose the grant fund.

On motion by McReynolds, seconded by Banks, the request for Temporary Appointment of Grants Coordinator – Planning and Economic Development was approved on the following vote on roll call:

AYES: Board Members – Banks, Baker, Mitchell, McReynolds
NOES: Board Members - None
ABSENT: Board Members – Quinn

4. Assistant Civil Engineer

Mr. Wendell Johnson spoke on behalf of the Public Works Department. First, he introduced himself to the Board explaining he started as Director about

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one month prior and is happy to be on board and is looking forward to working with the Board and providing great services to both the Board and the citizens of the City of Compton.

Mr. Johnson requested this appointment for Assistant Civil Engineer because the Department has a lot of current openings, and a lot of people are working outside their specs. This request is an attempt to take a Junior Civil Engineer and put him in the position of Assistant Civil Engineer because the person has been working above his spec, and it is only fair to compensate him for the work they are doing.

Mr. McReynolds asked if the Assistant Civil Engineer job is being performed currently by a Junior Engineer/Entry Level position. Mr. Johnson said that was correct as the work needs to get done, and the work is at a level and caliber of Assistant Civil Engineer versus a junior engineer.

Ms. Mitchell asked if it was the intent to move the Junior Civil Engineer into that Assistant Civil Engineer position, and Mr. Johnson said that was the intent. In response to Mr. Baker's inquiry, Mr. Johnson assured the Board that the individual has the qualifications.

Ms. Banks asked if Mr. Johnson would be returning to the Board asking for an appointment for the newly vacant position. Mr. Johnson said the Department will be going out for recruitment for the assistant civil position along with a few other positions, including Junior Entry Level and Assistant Civil positions. He went on to explain the Department will go out for recruitment of the Assistant Civil Engineer position, and if the candidate is not successful, the individual will have the option of moving back to Junior. If the person is successful, the Department will seek additional recruitment for junior engineer. This individual has been working in this capacity for three years.

On motion by Banks, seconded by Baker, the request for Temporary Appointment of Assistant Civil Engineer – Public Works was approved on the following vote on roll call:

AYES: Board Members – Banks, Baker, Mitchell, McReynolds
NOES: Board Members - None
ABSENT: Board Members – Quinn

5. Fire Protection Specialist I – Fire

Mr. Jon Thompson, Fire Chief, addressed the Board for this request. He explained the position is an entry-level position, and it is vacant due to the incumbent being promoted. He stated this position is an important one and the primary responsibility is to inspect industrial and commercial facilities throughout the City. Currently, only two inspectors are available to handle 2,000 facility inspections, and that is a lot of work for two people. The Department does not want to get too far behind in annual inspections.

Mr. McReynolds asked if the inspections are required by the City or by a higher authority, such as the State government. Chief Thompson said both authorities require inspections.

On motion by McReynolds, seconded by Banks, the request for Temporary Appointment of Fire Protection Specialist I – Fire was approved on the following vote on roll call:

AYES: Board Members – Banks, Baker, Mitchell, McReynolds
NOES: Board Members - None
ABSENT: Board Members – Quinn

6. Licensing Coordinator - MLES

Mr. Julius Davis on behalf of the MLES Department requested approval for this temporary position for a Business License Coordinator in the Business Division. The position is currently vacant as the former coordinator retired on July 8th, 2010.

Mr. Davis explained that it is a critical position because it is a satellite position and stands by itself away from the Division at City Hall. In addition, a large volume of money comes through that office monthly, and the position handles all the licensing issues in the City, which could number hundreds monthly. This includes the counter which is very busy and entails other related duties, so it is a very critical position.

Currently the Department has a Code Enforcement Officer acting in this position; however, despite advertising for the position, it cannot be left vacant for long because the Department needs someone to take total responsibility of the activities within the Division and be totally accountable for things. It is a critical position.

Mr. Baker asked if the Department had anyone in mind, and Mr. Davis explained he did have someone in mind for the temporary position.

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On motion by Banks, seconded by Baker, the request for Temporary Appointment of Licensing Coordinator - MLES was approved on the following vote on roll call:

AYES: Board Members – Banks, Baker, Mitchell, McReynolds
NOES: Board Members - None
ABSENT: Board Members – Quinn

D. Extension of Eligible List

1. Deputy Fire Chief – (1st extension, open-competitive, 1 candidate)

Item was pulled. Ms. Bradford said the Fire Chief said he was not interested in having this request go forward tonight.

E. Request from the City Manager that the Personnel Board finds and declares that in its opinion, and in the best interest of public service, require the examination for the position listed below is both promotional and open and competitive and not restricted to persons in the Classified Service:

1. Senior Administrative Analyst

Ms. Bradford explained the City had about 15 or 20 employees who applied. Of the total only 15 of them actually met the qualifications. The first part of the exam was a writing part where the applicant's answer to a question was graded based on the writing level of the paragraphs, to see that they were writing at the level of a Senior Administrative Analyst to be able to prepare a document. Of the 15, 7 passed.

Then the written exam resulted in two people having passed. The City has two vacancies in six budgeted positions. In order to have an eligible list that is able to suffice the vacancies, the City needs to go out for recruitment. The written exam was given a week ago, so HR is now requesting recruitment be opened to the general public.

On motion by McReynolds, seconded by Banks, the request from the City Manager that the Personnel Board finds and declares that in its opinion, and in the best interest of public service, require the examination for the position

of Senior Administrative Analyst was approved on the following vote on roll call:

AYES: Board Members – Banks, Baker, Mitchell, McReynolds
NOES: Board Members - None
ABSENT: Board Members – Quinn

PUBLIC HEARING

There are no requests, pursuant to Section 1010 and 1103 of the Compton City Charter, to consider proposed amendments to the Position Classification Plan.

PUBLIC HEARING

There are no requests, pursuant to Section 1101 (a) 6 of the Compton City Charter to hold public hearings to consider requests to exempt positions from the Classified Service for a period not to exceed (6) month.

AUDIENCE COMMENTS

There we no audience comments.

PERSONNEL BOARD COMMENTS

Ms. Bradford reminded the Board that the next Regular Meeting will be held August 19th, but there is a Special Meeting scheduled for July 29th. The meeting will start at 6:00 p.m., the Board will vote for officers, Chair and Vice-Chair.

Ms. Mitchell reminded the Board she will not be able to attend the August Regular Meeting.

Ms. Bradford clarified that the hearing that had been scheduled for this evening's meeting was postponed as additional dates were requested. She explained that she received the e-mail on the 13th and it was not put on the agenda. The dates have been rescheduled for the 29th.

Ms. Mitchell added that Ms. Quinn was not able to attend tonight's meeting because of a medical issue and Ms. Mitchell added she missed her from tonight's meeting as well as last month's meeting.

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CLOSED SESSION

There was no discussion for closed session.

ADJOURNMENT

On the motion by Baker, seconded by McReynolds, the Personnel Board meeting adjourned at 6:38 p. m. by the following vote on roll call:

AYES: Board Members – Banks, Baker, Mitchell, McReynolds
NOES: Board Members - None
ABSENT: Board Members – Quinn

Next Personnel Board Meeting, Regular Meeting, Thursday, August 19, 2010, at 6:00 p.m. in the City Council Chambers.

Respectfully submitted,

MARGARET MITCHELL
ACTING CHAIRPERSON
PERSONNEL BOARD

KAREEMAH BRADFORD
HUMAN RESOURCES DIRECTOR
CLERK TO THE PERSONNEL BOARD

PERSONNEL BOARD – CITY OF COMPTON
COUNCIL CHAMBERS – COMPTON CITY HALL
SPECIAL MEETING
JULY 29, 2010

CALL TO ORDER

The Personnel Board of the City of Compton held a meeting on Thursday, July 29, 2010, in the City Hall Council Chambers, located at 205 South Willowbrook Avenue, Compton, California. The meeting was called to order by Acting Chairperson Margaret Mitchell at 6:00 p.m.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Mr. Baker.

ROLL CALL

MEMBERS PRESENT: Charlene Anderson, Douglas Clark, Barbara Banks, Ernest Baker, Margaret Mitchell

MEMBERS ABSENT: None

STAFF PRESENT: Ruth Rugley, Chief Deputy City Attorney
Legal Advisor to the Board

Kareemah Bradford, Human Resources
Director, Clerk to the Personnel Board

CITY OFFICIALS PRESENT: None

NEW BUSINESS

1. Election of Personnel Board Officers for New Fiscal Year

Nominations for a Chair and Vice-Chair for the new fiscal year were requested. Ms. Margaret Mitchell was nominated to be the new Chairperson. Ms. Barbara Banks was nominated to be the new Vice-Chair.

On motion by Banks, seconded by Baker, to nominate Ms. Margaret Mitchell to be the new Personnel Board Chairperson was approved by the following vote on roll call:

AYES: Board Members – Anderson, Clark, Banks, Baker, Mitchell

NOES: Board Members - None

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On motion by Baker, seconded by Clark, to nominate Ms. Barbara Banks to be the new Personnel Board Vice-Chairperson was approved by the following vote on roll call:

AYES: Board Members – Anderson, Clark, Banks, Baker, Mitchell

NOES: Board Members - None

2. Request for Personnel Board Workshop

Ms. Bradford requested the next Personnel Board Workshop be scheduled prior to the next Personnel Board meeting, which is scheduled for August 19th. She requested the Workshop be held at 5:00 p.m. on August 19th prior to the Personnel Board meeting. In addition, there is a disciplinary matter scheduled for the Board meeting, so Ms. Bradford asked that the Workshop be held prior so the roles, responsibilities, and the disciplinary process can be reviewed prior to the meeting.

Ms. Mitchell reminded the Board that she will be unable to attend that meeting, but requested handouts and other materials that will be given out to be forwarded to her.

Ms. Rugley suggested the Board vote on this request.

On motion by Anderson, seconded by Clark, to hold the Personnel Board Workshop at 5:00 p.m. on August 19th, 2010, was approved by the following vote on roll call:

AYES: Board Members – Anderson, Clark, Banks, Baker, Mitchell

NOES: Board Members - None

3. Request to Reset Appeal Hearing Dates

a. Charles Nelson, Public Works Department

1. Suspension

4. Request to Reset Appeal Hearing Dates

a. Estella DuBose, Planning and Economic Development Department

1. Suspension

Mr. Toussaint Bailey, representative for the City in the Nelson matter was present, and the employee representative had previously asked Ms. Bradford to call him on his cell phone as he was in negotiations in another matter. Mr. Nelson's matter was considered for rescheduling for August 19th and 26th which would conflict with hearing dates set previously for Ms. DuBose.

Mr. Bailey spoke on this matter and said he and Mr. Johnson, representing Mr. Nelson, had agreed to those dates but had not yet spoken to Ms. DuBose's representative about the dates.

Ms. Bradford said the Board could reschedule Mr. Nelson to the 19th and the 26th, but she inquired if the Board had to vacate Ms. DuBose's dates first. Ms. Rugley suggested the motion should be to vacate Ms. DuBose's dates and make the dates for Mr. Nelson.

Ms. Rugley first asked if Ms. DuBose's representative was made aware of this agenda item. Ms. Bradford said the union representative was aware, but she did not know if Ms. DuBose's specific representative was given that information.

Mr. Bailey said that a few dates had been proposed, and some of those would not have affected Ms. DuBose, but these dates would. Therefore, her dates need to be moved.

Ms. Rugley said her concern was that if Ms. DuBose's representative was not made aware that this matter was on the agenda, she did not have the opportunity to come and object to having her date pushed further down the calendar. Furthermore, if Ms. DuBose does not know, she does not have the opportunity to object or try to convince the Board to let her date stand and delay Mr. Nelson, as Mr. Nelson's hearing has not yet started.

Ms. Rugley said the Board can decide to take Mr. Nelson's first since he was originally scheduled prior to Ms. DuBose and was on the calendar earlier than she. But she would have preferred that Ms. DuBose's representative had been notified that this matter was going to be on the calendar; however, she left it up to the Board.

Ms. Bradford explained that her latest information was that Ms. DuBose is represented by a union representative, but she had not received information about who the union representative is. When the dates were set, her representative, a young lady who represented herself as a lawyer in AFSCME Council 36 was in attendance at the meeting.

Mr. Michael Harvey, Secretary/Treasurer of AFSCME Employee Union 2325, spoke to the Board explaining that when Ms. DuBose started the process she was not a union member. The union counsel elected to assist her in starting her process, but she has not been taken on as a new member. So while the counsel is assisting her to get her through the process, they are not representing her officially. He explained further that by law there is a level of representation the union must give because the position is covered underneath

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their bargaining unit. So counsel elected to give her the basic coverage to help her through the process, but because she is not a member, she does not receive full representation.

Ms. Rugley urged the Board to schedule Ms. DuBose's matter as swiftly as possible if they decide to entertain the request for Mr. Nelson's new dates. So as soon as possible after the conclusion of the 26th hearing for Mr. Nelson, the Board should handle Ms. DuBose's matter.

Mr. Baker asked why Mr. Nelson's hearing was delayed. Ms. Bradford explained that his matter was scheduled to start on the 15th of July, but there was a cancellation, and it was going to start tonight; however, with the appointment of the new Board members, both sides decided there should be a workshop so that the Board members will know what the guidelines are prior to the hearings.

Ms. Mitchell asked Ms. Rugley in order to move the business forward if it would be acceptable for the Board to go ahead and set these dates tonight for Mr. Nelson and also go ahead and notify Ms. DuBose of the change and see whether or not it is acceptable for her to move the dates from what was originally agreed on. Ms. Mitchell wanted to avoid postponing the issue again.

Ms. Rugley said she thought it would be appropriate, and then the Board could also make sure Dubose is aware of the meeting on the 19th so she can be present to reschedule her hearing dates.

On motion by Banks, seconded by Baker, to vacate the dates of August 19th and 26th to reschedule the hearing dates for Mr. Charles Nelson was approved by the following vote on roll call:

AYES: Board Members – Anderson, Clark, Banks, Baker, Mitchell

NOES: Board Members - None

Ms. Mitchell asked for a few moments off the agenda to introduce the new commissioners to the audience. The Board members introduced themselves.

PUBLIC HEARING – 6:22 p.m.

The Personnel Board, pursuant to Sections 1010 and 1103 of the Compton City Charter, will consider proposed amendments to the Position Classification Plan:

Police Lieutenant
Police Captain
Police Sergeant
Support Services Manager

On motion by Anderson, seconded by Baker, to open the public hearing at 6:22 p. m. was approved by the following vote on roll call:

AYES: Board Members – Anderson, Clark, Banks, Baker, Mitchell

NOES: Board Members - None

Ms. Bradford explained the City Council voted to reestablish the police department and upgrade the current existing job specifications as the job specifications that were on record for the positions of Police Sergeant, Police Captain, and Police Lieutenant had not been revised since 1986, 1993, and 1992 respectively. As all these specs are quite old, the City should update them. Also, the position of Support Services Manager is a new position recommended by the City Manager. Duties include overseeing records management and communications of the police department.

Ms. Bradford said there were some corrections that needed to be made with the hiring consultant under education and/or experience for all three police positions. She noted that once the police department is re-established, the Police Chief always has specifications as needed; but for the initial startup, certain language should be stricken. As for the Support Services Manager, this job classification lists Police Support Services Manager, and Ms. Bradford wanted to review possibly striking "Police" out of the title.

Mr. Michael Harvey spoke on this topic saying that this involves their members, and the union looked at this position and was in full support of it. He believed it fits very well within the scheme the City is looking at and the new leadership of the police department

Mr. Jon Thompson, Fire Chief, suggested recommendations to the language including stating the job is open to any municipalities or county workers, so it does not leave county employees out. In addition, he suggested the City may want to say "career" because there can also be volunteers that have the rank of Sergeant, and that experience is totally different, so to distinguish between paid versus voluntary. Also, instead of saying two years experience as Sergeant, for example, with Compton Police Department, the description could say municipality or county agency and/or "career" versus "volunteer."

Ms. Bradford suggested changing experience for Lieutenant to four years instead of attainment of rank of Police Sergeant, four years of increasing responsible law enforcement experience in major police work including two years administrative, supervisory.

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Mr. Thompson said for the Police Lieutenant under "Experience," again, the City could say "municipality, but that might not include county employees or Orange County sheriff or another sheriff.

Ms. Mitchell said she remembered when looking at the language for the Police Chief's position, the Board felt it should be of a municipality in terms of previous experience.

Mr. Baker suggested not limiting it and to include county employees as well as anybody else, whether city employee or county, and the state of California or any state and to possibly consider requiring a certificate of the state of California, county, city, or private.

Ms. Bradford said she would want to look at these recommendations and bring the issue back on August 19th. Once the Council approves it because August is dark, if the Board prefers, HR can look at the language again on those three positions and bring it back to do a little more research on that, if the Board wants. She will do that and bring it back in August.

Ms. Banks suggested HR look into the language of what the eligibility is under the State rules. Ms. Bradford said if they restrict it to municipality, it could cause someone of a specific type of background to not be allowed.

Ms. Mitchell thought Mr. Thompsons' suggestion of "career versus volunteer" language could help to narrow it more specifically to what the City is looking for. And she thought there was Board consensus for HR to take the specs back and review them to tighten them up a bit and bring them back on August 19th.

Ms. Rugley suggested the appropriate motion would be to continue the public hearing to another day.

On motion by Banks, seconded by Baker, to continue the public hearing on this matter until August 19th to clarify the language for the positions was approved by the following vote on roll call:

AYES: Board Members – Anderson, Clark, Banks, Baker, Mitchell

NOES: Board Members - None

PUBLIC HEARING - 6:38 p.m.

The Personnel Board, pursuant to Section 1101(a) 6 of the Compton City Charter will hold public hearings to consider requests to exempt the following positions from the Classified Service for a period not to exceed (6) months:

Claims Technician – City Attorney
Painter I – General Services

On motion by Banks, seconded by Clark, to open the public hearing at 6:38 p. m. to consider requests to exempt Claims Technician – City Attorney and Painter I – General Services from the Classified Service for a period not to exceed (6) months was approved by the following vote on roll call:

AYES: Board Members – Anderson, Clark, Banks, Baker, Mitchell
NOES: Board Members - None

Ms. Monica Turner, Risk Manager with the City Attorney's office, spoke about this request for Claims Technician. She explained that it is very vital to her office as that position is the administrative under-girding of the office. The position pays all the bills, administratively keeps the files and claims in order, and issues all the checks that come out of the office. It is an important issue, and the Department requests approval.

Ms. Mitchell inquired how many positions there were. Ms. Bradford explained there is someone servicing in that capacity it is a temporary position and was discussed at the last meeting, and the position was expiring.

Ms. Bradford explained that General Services Painter I position is going to open recruitment. The City has two painters, and it is imperative another is added as they are responsible for City Hall and other facilities. The plan is for it to be opening up for recruitment so the position can be filled on a permanent basis.

On motion by Banks, seconded by Baker, to close the public hearing was approved by the following vote on roll call:

AYES: Board Members – Anderson, Clark, Banks, Baker, Mitchell
NOES: Board Members - None

On motion by Banks, seconded by Anderson, to grant the request to exempt the Claims Technician and the Painter I position for 6 months was approved by the following vote on roll call:

AYES: Board Members – Anderson, Clark, Banks, Baker, Mitchell
NOES: Board Members - None

AUDIENCE COMMENTS

Mr. Michael Harvey, Secretary/Treasurer of AFSCME, introduced himself to the new Board members and explained that the Union represents city management

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supervisors and non-supervisors, all the directors down to supervisors, so the Board will see at least one union representative at these meetings.

He said it was a pleasure to meet the new members and is looking forward to working with them and the other Board members. The union always wants to see the City move forward, so he welcomed the new members and wished them the best. He said while people may seem different, they are all family and try to move the city in a positive way.

PERSONNEL BOARD COMMENTS

Ms. Bradford asked to make a correction from the July 15th meeting. She said some positions are classified as promotional in order for the City to go out open and competitive, and sometimes Human Resources must request approval from the Personnel Board when it is in the best interest of the public that the position not be restricted to promotional only.

The request for the Senior Administrative Analyst position involved two vacancies, and in her comments she stated only two individuals had passed. However, this week she found out only one person passed. At the time the test was given, Ms. Bradford was out of town, and she reminded HR that if not enough people pass the test, they must post an item on the agenda. The person responsible for recruitment was not at work when Ms. Bradford returned, so she did not have a chance to discuss the matter.

Ms Bradford apologized, wanted to make the Board aware, and said it is now correct on the record. It is imperative that the City recruit open and competitive and not restrict to promotional only.

In addition, another concern that came up is that the person who did pass is in the Human Resources Department, but the vacancy is not in HR. A senior staff person handles recruitment, and Ms. Bradford did not want the HR person to appear to not be above board. Therefore, HR is willing to receive recommendations so HR employees are allowed to take exams outside the Department yet the Department has test security and the appearances are not flawed. If she knows someone is going to take an exam, she wants a clear record of that and the Board to be aware of that situation.

Ms. Banks added her welcome to the new Board members. Also, she appreciated what Ms. Bradford said about ensuring test security because she has seen similar situations in her work. And she thanked Ms. Bradford for clarifying.

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Mr. Baker also welcomed the new Board members. He stated it is rewarding and an accomplishment. And he thanked the new Chair and Co-Chair for taking on their new positions.

Ms. Banks inquired if the Board was going to acknowledge Ms. Quinn's and Mr. McReynolds' service in some manner and was told something had already been sent out.

Ms. Mitchell also welcomed the two new Board members and appreciated being the new Chairperson. She said she will do the best that she possibly can. Also, while it may take a little time to gel as a Board, she hoped for cooperative and productive efforts in working together.

CLOSED SESSION

There was no discussion for closed session.

ADJOURNMENT

On motion by Baker, seconded by Banks, the Personnel Board adjourned the meeting at 6:47 p. m. by the following vote on roll call:

AYES: Board Members – Anderson, Clark, Banks, Baker, Mitchell

NOES: Board Members - None

Respectfully submitted,

MARGARET MITCHELL, CHAIRPERSON
PERSONNEL BOARD

KAREEMAH BRADFORD
HUMAN RESOURCES DIRECTOR
CLERK TO THE PERSONNEL BOARD

Next Personnel Board Meeting, Regular Meeting, Thursday, August 19, 2010, at 6:00 p.m. in the City Council Chambers.

PERSONNEL BOARD – CITY OF COMPTON
COUNCIL CHAMBERS – COMPTON CITY HALL
REGULAR MEETING
AUGUST 19, 2010

CALL TO ORDER

The Personnel Board of the City of Compton held a meeting on Thursday, August 19, 2010, in the City Hall Council Chambers, located at 205 South Willowbrook Avenue, Compton, California. The meeting was call to order by Acting Chairperson Barbara Banks at 5:22 p.m.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Mr. Clark.

ROLL CALL

MEMBERS PRESENT:	Charlene Anderson, Barbara Banks, Ernest Baker, Douglas Clark
MEMBERS ABSENT:	Margaret Mitchell
STAFF PRESENT:	Ruth Rugley, Chief Deputy City Attorney Legal Advisor to the Board Kareemah Bradford, Clerk to the Personnel Board
CITY OFFICIALS PRESENT:	--

Workshop
Workshop Topic – Personnel Board Powers & Duties
(Workshop conducted by City Attorney’s office)

RE-OPEN MEETING – 6:39

The motion by Anderson, seconded by Clark, for the Personnel Board to re-open the meeting, was approved by the following vote on roll call:

AYES: Board Members - Anderson, Baker, Banks, Clark
NOES: Board Members - None
ABSENT: Board Members - Mitchell

ROLL CALL

MEMBERS PRESENT: Charlene Anderson, Barbara Banks,
Ernest Baker, Douglas Clark

MEMBERS ABSENT: Margaret Mitchell

STAFF PRESENT: Ruth Rugley, Chief Deputy City Attorney
Legal Advisor to the Board

Kareemah Bradford,
Clerk to the Personnel Board

CITY OFFICIALS PRESENT: --

APPROVAL OF MINUTES OF PREVIOUS MEETINGS

July 15, 2010, Regular Meeting

Motion by Baker, seconded by Clark, to approve the minutes for the July 15, 2010, Regular Meeting was approved by the following vote on roll call:

AYES: Board Members - Anderson, Baker, Banks, Clark
NOES: Board Members - None
ABSENT: Board Members - Mitchell

July 29, 2010, Special Meeting

Motion by Anderson, seconded by Clark, to approve the minutes for the July 29, 2010, Special meeting was approved by the following vote on roll call:

AYES: Board Members – Anderson, Baker, Banks, Clark
NOES: Board Members - None
ABSENT: Board Members - Mitchell

NEW BUSINESS

1. Oral and Written Communications, Reports, and Requests

A. Request to Reset Appeal Hearing Dates

a. Estella DuBose, Planning and Economic Development Department

1. Re: Suspension

Mr. Toussaint Bailey, appearing on behalf of the City, addressed the Board. He explained that he had spoken with Ms. DuBose's representatives, and two dates were proposed to which reset her hearing to October 7th and October 14th. After a brief discussion amongst Board Members and attorneys, the dates selected for Ms. DuBose's hearing were October 7th and October 21st.

Ms. Abiola Afolaya, attorney for the appellant Ms. DeBose, asked that all five Board Members be present for the hearing. Ms. Rugley explained that generally the Board has established a process over the years of all five Board Members always attempting to be present for any of their proceedings. However, if circumstances or occasions occur when that is not possible, the Board requires only a quorum, a minimum of three board members, be present in order to hold a particular proceeding. This ensures that appeals, whether discipline or grievance proceedings, will not be delayed.

Ms. Rugley explained in the past that parties generally have agreed to allow any Board Member who is not present at a proceeding in a hearing to read the transcript. A transcript will be completed of the entire proceeding, and this allows the Board Members who cannot attend the hearing to participate in deliberations and decision-making.

Ms. Rugley asked if either representative had an objection to allowing that in this case, and both parties had no objections and agreed to allow all Board Members, absent or not, access to the transcript and thus have the ability to participate in deliberations and decision-making.

Ms. Rugley reminded both parties that a quorum is still required. Again, this will prevent delaying the process for employees who have been affected. The Board and parties have found over the years this is quite effective policy and fair in allowing any Board Member to read the transcript. That is the reason a court reporter is present at each proceeding, because a full transcript will be made available to all Board Members for all of them to read and refresh their memory, if so inclined.

Ms. Afolaya asked if the Board Chair is required to be present as part of the quorum. Ms. Rugley explained that the Vice-Chair could replace the chairperson at such a meeting, and if both the Chair and Vice-Chair were not in attendance, as long as a quorum was present, a Board Member would be selected to serve as Chair on that particular day. She reiterated as long as three members are present, the meeting can be held because that constitutes a quorum.

The hearing dates for Ms. DuBose were selected as October 7th and 21st with a start time of 6:00 p.m.

B. Approval of Proposed Eligible Lists

a. Grants Manager (Open-Competitive)

Ms. Bradford explained that this current list has fewer than three candidates, and the City Manager had asked that the list not be approved. As the open-competitive list has fewer than three names, the City Manager would like the opportunity for HR to recruit to get more candidates to possibly be eligible for the position. In addition, job specifications were changed in July. These changes were approved by the Personnel Board and ratified by the Council. Thus, the position would be opened under the new specifications.

On motion by Anderson, seconded by Baker, to not approve the proposed eligible list for Grants Manager open-competitive with less than three names was approved on the following vote on roll call:

**AYES: Board Members - Anderson, Banks, Baker, Clark
NOES: Board Members - None
ABSENT: Board Members – Mitchell**

b. Storekeeper (promotional and open-competitive)

Ms. Bradford explained there are two lists of candidates. One is promotional and has fewer than three names, and the open and competitive list has 24 eligible candidates.

On motion by Baker, seconded by Anderson, to approve the proposed eligible list for Storekeeper (promotional and open-competitive) was approved on the following vote on roll call:

AYES: Board Members - Anderson, Banks, Baker, Clark
NOES: Board Members - None
ABSENT: Board Members – Mitchell

c. Deputy City Treasurer (promotional and open-competitive)

On motion by Anderson, seconded by Clark, to approve the proposed eligible list for Deputy City Treasurer (promotional and open-competitive) was approved on the following vote on roll call:

AYES: Board Members - Anderson, Banks, Baker, Clark
NOES: Board Members – None
ABSENT: Board Members – Mitchell

C. Extension of Eligible Lists

a. Accounting Technician – (1st extension, open-competitive, 7 candidates)

Mr. Baker inquired if the seven candidates were a total of open and competitive. Ms. Bradford said the list was only open and competitive, exclusive of promotional.

On motion by Baker, seconded by Clark, to extend the eligible list for Accounting Technician (1st extension, open-competitive, 7 candidates) was approved on the following vote on roll call:

AYES: Board Members - Anderson, Banks, Baker, Clark
NOES: Board Members - None
ABSENT: Board Members – Mitchell

b. Deputy Director CRA – (2nd extension, open-competitive, 4 candidates)

Ms. Barbara Calhoun addressed this request with the Board. She explained she was curious about why a second extension would take place when there are four candidates for this position. As four candidates exceeds the threshold of three candidates, she was trying to understand why a second extension would be possible.

Ms. Bradford explained that Personnel allows for an eligible list for an original time of one year, and it can be extended twice up to six months each time. Further, she said there are four candidates, more than three, so in the interest of saving on newspaper recruitment in the event the incumbent promotes, terminates, or resigns, Personnel will have a list ready to immediately hire versus having to go through a temporary appointment and a six-month extension.

With the number of vacancies there is an eligible list, and the City will be able to extend with over three people. And Personnel can request the Personnel Board extend the maximum period of time.

Ms. Calhoun gave the example of if she were a candidate for the Deputy Director for CRA, and she sees there are more candidates, and she is one of the four candidates, she doubted that she would be happy with the decision of an extension, even though the rules and regulations allow for that so the City can get more people to apply. She said if she applies for it and is on the list, and the list has more than three, there should not necessarily be an extension.

Ms. Bradford explained this extending process protects the candidates' rights who are eligible without retesting them. So the four people who are eligible would not have to retest because they are still eligible to be hired. The extension allows the four candidates to be the only ones eligible for the job. It protects the candidates' rights.

Ms. Calhoun said she wanted to know with this second extension, what happens after six months. Ms. Bradford explained that Personnel rules say a list cannot be extended past two years. Two years is the maximum. Ms. Calhoun asked if that meant she might be on this list for two years, and Ms. Bradford said that was possible.

On motion by Anderson, seconded by Baker, to extend the eligible list for Deputy Director CRA – (2nd extension, open-competitive, 4 candidates) was approved on the following vote on roll call:

AYES:	Board Members - Anderson, Banks, Baker, Clark
NOES:	Board Members - None
ABSENT:	Board Members – Mitchell

c. PBX Operator/Clerk II – (1st extension, open-competitive, 4 candidates)

Mr. Baker inquired if this extension was for the same purpose as the Deputy Director CRA's extension, and Ms. Bradford said that was the case.

On motion by Clark, seconded by Anderson, to extend the eligible list for PBX Operator/Clerk II – (1st extension, open-competitive, 4 candidates) was approved on the following vote on roll call:

AYES: Board Members - Anderson, Banks, Baker, Clark
NOES: Board Members - None
ABSENT: Board Members - Mitchell

d. Planning & Economic Development Director – (2nd extension, open-competitive, 5 candidates)

Ms. Barbara Calhoun addressed the Personnel Board regarding this request. She prefaced her comments by saying that the Board did not need to explain anything to her, because she thought the Board would tell her the same thing as earlier. She explained although Mr. Rico Smith tried to explain it to her, she was still confused with the explanation. She offered to delay her comments until the Audience Comments period.

On motion by Baker, seconded by Anderson, to extend the eligible list for Planning & Economic Development Director – (2nd extension, open-competitive, 5 candidates) was approved on the following vote on roll call:

AYES: Board Members - Anderson, Banks, Baker, Clark
NOES: Board Members - None
ABSENT: Board Members - Mitchell

D. Request from the City Manager that the Personnel Board finds and declares that in its opinion, and in the best interest of public service, require the examination for the positions listed below are both promotional and open and competitive and not restricted to persons in the Classified Service:

- a. Police Chief**
- b. Police Captain**
- c. Police Lieutenant**
- d. Police Sergeant**
- e. Support Services Manager**
- f. Fire Fighter**

Ms. Banks asked if the Board would prefer to undertake all the requests together as one motion, or if they should take each request separately. The Board Members decided to undertake the requests of A through F as a group.

On motion by Anderson, seconded by Baker, the Request from the City Manager that the Personnel Board finds and declares that in its opinion, and in the best interest of public service, require the examination for the positions of Police Chief, Police Captain, Police Lieutenant, Police Sergeant, Support Services Manager, and Fire Fighter are both promotional and open and competitive and not restricted to persons in the Classified Service, was approved on the following vote on roll call:

AYES: Board Members - Anderson, Banks, Baker, Clark
NOES: Board Members - None
ABSENT: Board Members – Mitchell

PUBLIC HEARING – 7:01

The Personnel Board, pursuant to Sections 1010 and 1103 of the Compton City Charter, will consider proposed amendments to the Position Classification Plan:

Proposed Revised Classifications

Police Captain - Police
Police Lieutenant - Police
Police Sergeant - Police

Proposed New Specification

Support Services Manager - Police

On motion by Clark, seconded by Anderson, to open the public hearing pursuant to Sections 1010 and 1103 of the Compton City Charter to consider proposed amendments to the Position Classification Plan: Proposed Revised Classifications for Police Captain; Police, Police Lieutenant, Police; and Police Sergeant, Police; and proposed new specifications for Support Services Manager, Police, was approved on the following vote on roll call:

AYES: Board Members - Anderson, Banks, Baker, Clark
NOES: Board Members - None
ABSENT: Board Members - Mitchell

Ms. Rugley asked for confirmation because the Personnel Board at the previous meeting had taken up this issue, that the Board was essentially re-opening these amendments because the hearing was continued from the previous month.

Ms. Bradford confirmed that the public hearing on this matter was continued, and it was not closed as far as testimony, and it was still left open for additional testimony, evidence, and statements.

Ms. Rugley pointed out that the motion to open this public hearing was essentially re-opening the hearing.

On roll call, the approval to re-open the hearing was approved by the following vote on roll call:

AYES: Board Members - Anderson, Banks, Baker, Clark

NOES: Board Members - None

ABSENT: Board Members - Mitchell

Ms. Barbara Calhoun addressed the Board and asked for clarification. She said she was confused about the proposed revised classification. She asked what was changing in the classification.

Mr. Clark explained at the last meeting the Board received some classifications that included, for example, in order to become a Lieutenant, the candidate had to be a Sergeant with the City of Compton Police Department, but the City of Compton has no police department, so some of the wording had to be extracted from the original to say five years experience was required in another area.

Ms. Calhoun understood and then asked in which order specifications are approved. On the agenda it said proposed new specifications for the Support Services Manager. Her question was if that process starts at the Personnel Board and goes to the Council or vice-versa. Ms. Bradford explained all the specifications have to be approved by the Personnel Board, and then the Council ratifies.

Ms. Banks asked Ms. Calhoun to remain at the podium so Ms. Bradford could explain in more detail. Ms. Bradford explained that when there is an existing job specification and Personnel wants to change it, it is shown as a revision, while a brand new specification shows as "new." So when Personnel wants to change a specification, it is always shown as "revised."

On motion by Anderson, seconded by Baker, to close the public hearing pursuant to Sections 1010 and 1103 of the Compton City Charter to consider proposed amendments to the Position Classification Plan: Proposed Revised Classifications for Police Captain, Police; Police Lieutenant, Police; and Police Sergeant, Police; and proposed new specifications for Support Services Manager, Police, was approved on the following vote on roll call at 7:07 p.m.:

AYES: Board Members - Anderson, Banks, Baker, Clark
NOES: Board Members - None
ABSENT: Board Members - None

On motion by Anderson, seconded by Baker, to accept the proposed amendments to the Position Classification Plan: Proposed Revised Classifications of Police Captain, Police; Police Lieutenant, Police; and Police Sergeant, Police; and proposed new Specifications for Support Services Manager, Police, was approved on the following vote on roll call:

AYES: Board Members - Anderson, Banks, Baker, Clark
NOES: Board Members - None
ABSENT: Board Members - Mitchell

PUBLIC HEARING

There are no requests, pursuant to Section 1101 (a) 6 of the Compton City Charter to hold public hearings to consider requests to exempt positions from the Classified Service for a period not to exceed six (6) months.

The Agenda was revised to allow audience comments to precede the appeal hearing scheduled for the evening.

AUDIENCE COMMENTS

Mr. Willie McReynolds, former Personnel Board Member, addressed the Personnel Board. Mr. McReynolds, speaking as a former member of the Board, said there was an article in "The Compton Bulletin" that said the Personnel Board had done something illegal when it voted on a classification that had not been approved by the City Council, and he thought the Board got a raw deal on that.

Mr. McReynolds explained that when the Personnel Board received these items, they were approved and submitted by the proper people and process. He said the Board should not have to investigate to see if everything was done correctly. If the requests are done correctly, then that should be all the Personnel Board should have to do. He did not think that this Board should have to investigate these requests when they come before the Board.

Mr. McReynolds hopes that in the future the proper people will look at these issues and make sure they are legal. When he read that article, he was upset because the article made it sound like the Board had done something they knew to be wrong.

Ms. Banks thanked Mr. McReynolds and asked Ms. Bradford to comment. Ms. Bradford said she was glad Mr. McReynolds had brought the topic up and that there is a section in the Personnel rules that allows the City Manager to request a temporary appointment in anticipation of the vote of the Personnel Board and Council.

This issue involved the Benefits Coordinator position. Ms. Bradford quoted from Section 3.6 of the Personnel rules, "Procedure for Urgent Classification Changes and Temporary Assignments: Whenever the City Manager determines that there is an urgent necessity for establishing a new class or for amending or changing an existing class, in order to prevent the decline of quality or quantity of public services or to prevent the stoppage of public business, or for other reasons to permit the announcing or holding of an examination without delay, the City Manager may anticipate the Personnel Board's recommendation and the City Council's adoption procedures by acting to add the new or altered class to the plan and to make such temporary assignments or transfers as are necessary to meet the particular necessity."

Ms. Bradford explained specifically in this case there was a position in the Police Department of Benefits Coordinator, and those responsibilities were needed. The position was approved by the Council June 30th in the budget. It was placed in the budget, so the position had been approved. It came before the Personnel Board on July 15th because it was already voted on and because the Personnel Board had already approved that position. The City Manager has the right in the Personnel rules to request a temporary assignment.

However, the question was asked if that was normal policy. It is not normal policy, but it was an allowable practice. That particular question had not been addressed or asked in that format. There was no clarification, but it was approved by the Board and the budget on June 30th. It was taken to the Council on a separate resolution after that date. But from Ms. Bradford's reading of the rule and her understanding of the process and talking with the City Attorney, she said there was no illegal act or inappropriate act taken by approving a temporary appointment, according to Section 3.6 of the Personnel rules and the approved budget for 2010-2011 where that position is budgeted.

Ms. Barbara Calhoun returned to address the Board again. She asked for clarification of the Grants Manager position under Item B that had fewer than three candidates. She said one of the positions has fewer than three candidates, and the City Manager wanted it to not be approved because it was fewer than three. She said she did not know all the rules, but she did not think that the City Manager was able to do that. She said she thought it was the Board's decision and that it was up to the Personnel Board whether or not to approve it because it was less than three.

On the other hand, she cited one position that the City Manager did not ask for, which has less than three candidates but 24 open and competitive, but that was approved. She did not understand why it was okay to approve one where the City Manager had nothing to do with it, and the one that was not approved was requested by the City Manager.

Ms. Banks replied that Ms. Calhoun was correct. She explained the Personnel Board is responsible for approving the request of a city official. So the City Manager requested the Board not approve the Grants Manager eligibility list because it had fewer than three names on the list.

Ms. Calhoun further said she was seeing mixed signals because the Board did not approve a list with fewer than three names, yet the Board did approve a list with fewer than three names along with 24 open and competitive. She said she realized the request is by the City Manager, but the Board is the voting party.

Ms. Banks explained that Ms. Calhoun was correct again in that the lists did contain fewer than three names. In Ms. Banks's opinion where she saw it appropriate to vote for approval, it was because the City would have an opportunity to recruit four more candidates, as she explained earlier.

Ms. Calhoun said there was a contentious discussion of less than three candidates at a Council meeting, and other things had been brought up about the less-than-three rule. She told Ms. Banks that she did not need to comment any further, as the City Council meeting also had questions come up about this, and she was understanding.

Mr. Rico Smith, Assistant City Manager, wanted to clarify some of the confusion about the fewer-than-three candidates issue. He explained his training was when a manager makes a request, it is because there has been a review of the candidate pool, and if the manager feels he has available candidates that can do the job, he would request an approval with a list of fewer than three. However, if the list has fewer than three, and the manager wants to have a broader choice or options or more candidates, then the request would be to recruit again. So the process is very subjective. The courts have ruled it is acceptable to be a subjective process because the City has the right to try to hire the most qualified people they can find.

Mr. Ron Johnson, District Representative of Local 2325 AFSCME, addressed the Board to further clarify this discussion. He said under Section 1106 of the City Charter, the appointing power has the authority or the right to withhold his consent of any eligible list that has less than three names on it. He suggested that the clarification here may be if the City Manager has the appointing power, then he

has the right to withhold his consent so the list never gets to the Personnel Board for the Board to make the determination.

Mr. Rico Smith then pointed out that the power of appointing authority Mr. Johnson spoke of comes from the City Charter.

APPEAL HEARING

**Charles Nelson – Appellant
RE: Suspension**

Hearing transcript is under separate cover.

PERSONNEL BOARD COMMENTS --

CLOSED SESSION

ADJOURNMENT

On the motion by Baker, seconded by Anderson, the Personnel Board agreed to adjourn the meeting by the following vote on roll call:

**AYES: Board Members - Anderson, Banks, Baker, Clark
NOES: Board Members - None
ABSENT: Board Members - Mitchell**

Meeting adjourned 9:20 p.m.

Respectfully submitted,

**BARBARA BANKS, VICE CHAIRPERSON
PERSONNEL BOARD**

**KAREEMAH BRADFORD
HUMAN RESOURCES DIRECTOR
CLERK TO THE PERSONNEL BOARD**

**Next Personnel Board Meeting, Special Meeting, Thursday, August 26, 2010,
at 6:00 p.m. in the City Council Chambers.**

**PERSONNEL BOARD – CITY OF COMPTON
COUNCIL CHAMBERS – COMPTON CITY HALL
MINUTES OF SEPTEMBER 16, 2010
REGULAR MEETING**

CALL TO ORDER

The Personnel Board of the City of Compton held a meeting on Thursday, September 16, 2010, in the City Hall Council Chambers, located at 205 South Willowbrook Avenue, Compton, California. The meeting was called to order by Chairperson Margaret Mitchell at 6:25 p.m.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Ms. Banks.

ROLL CALL

MEMBERS PRESENT: Charlene Anderson, Barbara Banks, Ernest Baker, Margaret Mitchell

MEMBERS ABSENT: Douglas Clark

STAFF PRESENT: Edward Chavez, Deputy City Attorney III
Legal Advisor to the Board

Kareemah Bradford, Human Resources
Director, Clerk to the Personnel Board

CITY OFFICIALS PRESENT: None

APPROVAL OF MINUTES OF PREVIOUS MEETINGS

August 19, 2010, Regular Meeting

Motion by Baker, seconded by Banks, to approve the minutes for the August 19, 2010, Regular Meeting was approved by the following vote on roll call:

AYES: Board Members - Anderson, Baker, Banks, Mitchell

NOES: Board Members - None

ABSENT: Board Members - Clark

NEW BUSINESS

1. Oral and Written Communications, Reports, and Requests

A. Report of Temporary Positions as of August 31, 2010

Ms. Bradford explained several positions are set to expire very shortly or recently just expired and said the request to exempt these positions from the Classified Service for six months will take care of the expiration.

On motion by Banks, seconded by Baker, request to receive and file a Report of Temporary Positions as of August 31, 2010, was approved on the following vote on roll call:

AYES: Board Members - Anderson, Banks, Baker, Mitchell
NOES: Board Members - None
ABSENT: Board Members - Clark

B. Report of Exempt Positions as of August 31, 2010

Ms. Bradford explained that the City Manager had wanted to address this topic of the Deputy City Treasurer, but he was in a meeting at that time and not able to attend this meeting. Ms. Bradford said that some positions are long past expiring, and the Deputy City Treasurer may be moving out of that spot.

On motion by Banks, seconded by Anderson, request to receive and file the report of Exempt Positions as of August 31, 2010 was approved on the following vote on roll call:

AYES: Board Members - Anderson, Banks, Baker, Mitchell
NOES: Board Members - None
ABSENT: Board Members - Clark

C. Request from the City Manager that the Personnel Board finds and declares that in its opinion, and in the best interest of public service, require the examination for the positions listed below are both promotional and open-competitive and not restricted to persons in the Classified Service:

1. Benefits Coordinator
2. Accounting Technician
3. Park Maintenance Worker II
4. Park Maintenance Lead Worker

Ms. Bradford explained that the Accounting Technician is being removed. Personnel has had an eligible list for six months and is not starting new recruitment at this time. The Benefits Coordinator is a new position being created. The changes in the law are so recent that Ms. Bradford was not aware of anyone in service that has worked on benefits in the last two years exclusively in-house. Because many changes have taken place in the law that related to Medicare, et cetera, the Department needs to have someone who is familiar with the subject. Personnel does have a candidate pool. For the Park Maintenance Worker II and Lead Worker positions, testing was promotional only, yet not enough candidates resulted, so the City needs to go outside.

On motion by Banks, seconded by Anderson, Request from the City Manager that the Personnel Board finds and declares that in its opinion, and in the best interest of public service, require the examination for the positions listed below are both promotional and open-competitive and not restricted to persons in the Classified Service was approved on the following vote on roll call:

AYES: Board Members - Anderson, Banks, Baker, Mitchell
NOES: Board Members - None
ABSENT: Board Members - Clark

D. Requests for Temporary Appointment

1. Park Maintenance Lead Worker (Parks & Recreation)
2. Park Maintenance Worker II (Parks & Recreation)
3. Park Maintenance Lead Worker I (2 positions) (Parks & Recreation)

Ms. Bradford explained that a classification change was approved by the Personnel Board in 2009 and in July the Council had it. It was approved in July, and recruitment is ongoing as needed.

Ms. Traci Watkins, representing Parks and Recreation, addressed the Board. She explained the workers are needed immediately as the City has a lot of renovation projects going on in city parks, including Wilson Park and Ellerman Park, and even a tennis court that was built. Further, she explained the positions are in the 2010-2011 fiscal year budget, and the positions need to be filled temporarily until a recruitment eligibility list can be obtained. She clarified she was talking about the first three positions on the agenda, A, B, and C, in her request, which include Park Maintenance Worker II and Park Maintenance Worker I.

Ms. Mitchell asked if the positions had been vacant since Parks divided from Public Works. Ms. Bradford clarified the positions of Maintenance Workers were vacant, but this is a new title. Some of the people started under other titles, other than Maintenance Worker classification and background. Personnel is

adding two people. Some of the people are there, but they are currently working under new titles, and there are two people who will start, pending this approval.

Ms. Banks inquired if the job class changes were under the new classifications. Ms. Bradford explained all the Maintenance positions are re-filed now, and they were all in one department. They were having a problem testing for two years because the job specification required the individual to have experience in several related areas, and it was hard to be able to find someone who paved streets, cut grass, did sanitation.

On motion by Anderson, seconded by Banks, requests for Temporary Appointment for Park Maintenance Lead Worker (Parks & Recreation), Park Maintenance Worker II (Parks & Recreation), and Park Maintenance Worker I (2 positions) (Parks & Recreation) were approved on the following vote on roll call:

AYES: Board Members - Anderson, Banks, Baker, Mitchell
NOES: Board Members - None
ABSENT: Board Members - Clark

4. Water Service Worker I (Water Department)

Ms. Bradford discussed this position with the Board. She explained there are a lot of major projects, including capital improvement projects, going on at this time, and four water service Lead Worker positions have been vacant as certain certifications are required. There is one person in the Department who recently passed certification for Water Service Worker II, so he will be holding a temporary appointment, and someone will be needed in this spot, which will create another vacancy. In order to maintain service, the City needs someone to fill the position.

On motion by Baker, seconded by Banks, request for Temporary Appointment for Water Service Worker I (Water Department) was approved on the following vote on roll call:

AYES: Board Members - Anderson, Banks, Baker, Mitchell
NOES: Board Members - None
ABSENT: Board Members - Clark

5. Deputy Director of Housing

Ms. Bradford brought this issue to Mr. Chavez's attention prior to the meeting as it was a circumstance that did not exist before the agenda items went out. Mr. Chavez explained that as it qualified as a subsequent need, he told the Board to handle this request as it normally would.

Ms. Bradford told the Board that the Housing Director retired earlier in the month, and the individual who was going to fill that position moved back to their original position. The classified position now vacant can only be filled by a temporary exempt position from the classified service for six months or recruitment. The individual will not meet the minimum requirements for Housing Director. The reason for the urgency is the City is in the middle of an audit, and the City needs to be able to respond and handle exit interviews with the HUD commission next week. There is not enough time to find a Housing Director and take him through the background check and physical. Subsequently, the Deputy Director of Housing will have to do this work. Therefore, a request is made for a temporary Deputy Director of Housing.

Ms. Mitchell asked to confirm if the Deputy Director of Housing will be performing or doing tasks that might normally be expected of the Director of Housing. Ms. Bradford said yes and explained at least for the next couple of weeks until a Housing Director can be found because the Deputy Director is responsible for acting when the Director is not available.

Mr. Baker stated he had no problem with that as long as no laws were being manipulated. Ms. Bradford explained this request and efforts were being made to be the proper and appropriate solution. She said Personnel did not want to put someone in the position who did not qualify. That was the only way to get the individual compensated to do the work at that level legally for that position as it is budgeted with a Housing Director. But the City does not have a permanent Housing Director, so the City needs a Deputy Director of Housing to handle these duties.

Ms. Banks asked if the person they have in mind is qualified. Ms. Bradford explained the person is qualified as a current classified Housing Specialist II and can train in that spot. If a position is vacant, MOU's which have been around allow for an employee to move up with a training period. She stated with a vacancy, the City must meet the minimum qualifications that were negotiated. Also, Ms. Banks asked if they will have to backfill the position at the Housing Department, and Ms. Bradford said yes.

On motion by Banks, seconded by Anderson, request for Temporary Appointment for Deputy Director of Housing was approved on the following vote on roll call:

AYES: Board Members - Anderson, Banks, Baker, Mitchell
NOES: Board Members - None
ABSENT: Board Members - Clark

6. Housing Director (Housing)

Ms. Bradford stated the City still needs to have someone at the level of Housing Director and requested time to find someone.

On motion by Baker, seconded by Banks, request for Temporary Appointment for Housing Director was approved on the following vote on roll call:

AYES: Board Members - Anderson, Banks, Baker, Mitchell
NOES: Board Members - None
ABSENT: Board Members - Clark

E. Extension of Eligible Lists

1. Deputy City Attorney III – (1st extension, open-competitive, 10 candidates)

On motion by Banks, seconded by Baker, request for Extension of Eligible List for Deputy City Attorney III – (1st extension, open-competitive, 10 candidates) was approved on the following vote on roll call:

AYES: Board Members - Anderson, Banks, Baker, Mitchell
NOES: Board Members - None
ABSENT: Board Members - Clark

2. Maintenance Worker – (2nd extension, open-competitive, 7 candidates)

Ms. Bradford explained that the title is being changed, and this is the second and final extension.

On motion by Anderson, seconded by Banks, request for Extension of Eligible List for Maintenance Worker - (2nd extension, open-competitive, 7 candidates) was approved on the following vote on roll call:

AYES: Board Members - Anderson, Banks, Baker, Mitchell
NOES: Board Members - None
ABSENT: Board Members - Clark

3. Paratransit Driver – (1st extension, open-competitive, 2 candidates)

Ms. Bradford explained that two candidates remain on the list, but she did not get to speak to the Parks & Recreation Director regarding this.

Ms. Traci Watkins, from Parks & Recreation, addressed the Board on this request. She stated that the Director did not instruct her as to whether or not the Director would be willing to accept the eligible list. However, she did know that senior transportation is vital in going out to the center. For safety measures she asked the Board to extend the Paratransit position.

On motion by Baker, seconded by Banks, request for Extension of Eligible List for Paratransit Driver - (1st extension, open-competitive, 2 candidates) was approved on the following vote on roll call:

AYES: Board Members - Anderson, Banks, Baker, Mitchell
NOES: Board Members - None
ABSENT: Board Members - Clark

F. Request to Reschedule Appeal Hearing Dates

1. Charles Nelson – Re: Suspension (continuation)

Ms. Bradford said Board Members had an e-mail copy in their packets stating that both parties requested the next hearing date be changed from September 30th to September 29th because a witness that needs to be cross-examined in this matter is not available on any Thursday before mid-November. So a request was made to reschedule the next hearing date in this matter. Dates decided upon were Wednesday, October 6th and Thursday, October 21 starting at 6:00 p.m.

Ms. Bradford also asked if the Board could keep the Special Meeting scheduled for September 30th on the calendar because the Board has some classifications that must be addressed, and she hoped to use that meeting to do so. The Special Hearings have been running very late until 9:30 p.m., and it would be helpful to get some issues completed on September 30th.

2. Estella Dubose – Re: Suspension (re-schedule)

Ms. Bradford explained only one hearing can be held at a time, so Mr. Nelson's hearing must be completed before Ms. Dubose's can start.

Ms. Abiola Afolaya, counsel for Ms. Dubose addressed the Board. She said she had spoken with counsel for the City, and they had discussed mutually acceptable dates and asked the Board to see if the dates would be available for Board Members. She said Mr. Bailey, counsel for the City, and she had thought October 21st could be the first date and October 28th the second. When it appeared that a quorum could not attend on the 28th, Ms. Afolaya asked for another day that week or Friday.

Ms. Bradford did not know if the Chambers would be available on certain days, but said she could check.

Ms. Afolaya also asked the Board to select a third date because both she and Mr. Bailey believes this hearing could take up to three days. Dates selected for Ms. Dubose's hearing were Wednesday, October 27th; Thursday, November 4th; and Thursday, December 9th with a 6:00 p.m. start time for all three days.

PUBLIC HEARING

There are no requests, pursuant to Sections 1010 and 1103 of the Compton City Charter, to consider proposed amendments to the Position Classification Plan.

PUBLIC HEARING – 7:08 p.m.

The Personnel Board, pursuant to Section 1101 (a) 6 of the Compton City Charter will hold public hearings to consider requests to exempt the following positions from the Classified Service for a period not to exceed (6) months:

Claims Technician - (City Attorney)
Community Center Director - (Parks & Recreation)
Director of Parks and Recreation - (Parks & Recreation)
Public Works Director/City Engineer - (Public Works)
Painter I - (General Services)

On motion by Banks, seconded by Baker, to open the public hearing pursuant to Section 1101 (a) 6 of the Compton City Charter to hold public hearings to consider requests to exempt the following positions from the Classified Service for a period not to exceed (6) months: Claims Technician – (City Attorney), Community Center Director – (Parks & Recreation), Director of Parks & Recreation – (Parks & Recreation), Public Works Director/City Engineer – (Public Works), Painter I – (General Services) was approved on the following vote on roll call:

AYES: Board Members - Anderson, Banks, Baker, Mitchell
NOES: Board Members - None
ABSENT: Board Members - Clark

Ms. Bradford explained that the Claims Technician position has been approved already for temporary appointment, and recruitment has been opened for Director of Parks & Recreation and Public Works Director. Since there are individuals in those departments, there would be a disruption of city service if the City was not able to exempt the position until the recruitment can be completed. Personnel will be opening up recruitment. The Public Works

Director position opened awhile ago, but it was not successful, so all these positions will be open recruitment within the next few weeks.

Further, Ms. Bradford explained the Claims Technician is a vital position as that person will process the claims that the City receives. The Director of Parks & Recreation is responsible for manning the park, and this person supervises park staff. As all the parks need to be covered, both positions need to be filled because they are responsible for all the facilities in the City of Compton. Personnel is diligently working to get recruitment in the next 45 days.

Ms. Mitchell invited audience members to speak on behalf of all the positions being discussed. From the audience Ms. Traci Watkins, from the Parks & Recreation Department, spoke. She asked that the two positions of Community Center Director and the Director of Parks & Recreation be exempt for six months as a temporary person is manning those positions. She said the Director of Parks & Recreation is currently being recruited for, and she expects the Community Center Director position to be recruited for soon.

On motion by Banks, seconded by Anderson, to close the public hearing pursuant to Section 1101 (a) 6 of the Compton City Charter to hold public hearings to consider requests to exempt the following positions from the Classified Service for a period not to exceed (6) months: Claims Technician – (City Attorney), Community Center Director – (Parks & Recreation), Director of Parks & Recreation – (Parks & Recreation), Public Works Director/City Engineer – (Public Works), Painter I – (General Services) was approved at 7:12 p.m. on the following vote on roll call:

AYES: Board Members - Anderson, Banks, Baker, Mitchell
NOES: Board Members - None
ABSENT: Board Members - Clark

On motion by Anderson, seconded by Banks, request to exempt the following positions from the Classified Service for a period not to exceed (6) months for was approved on the following vote on roll call: Claims Technician – (City Attorney), Community Center Director – (Parks & Recreation), Director of Parks & Recreation – (Parks & Recreation), Public Works Director/City Engineer – (Public Works), Painter I – (General Services) was approved on the following vote on roll call:

AYES: Board Members - Anderson, Banks, Baker, Mitchell
NOES: Board Members - None
ABSENT: Board Members - Clark

AUDIENCE COMMENTS

Ms. Traci Watkins took a moment to thank the Board for their time and helping with the matters that were before it this evening.

PERSONNEL BOARD COMMENTS

Ms. Banks recognized that counsel for the parties wanted to hold their hearings as soon as possible, but since there is a lot going on, she hoped that when counsel makes a request that they also understand that the Board has other obligations in addition to hearing responsibilities. She reminded Board Members to try to attend as much as possible so that hearings can be completed as soon as possible.

Ms. Bradford said Personnel was going to review a recent resolution and make sure the Board is not limited to the number of hearings it can undertake. Once Personnel reviews and confirms if there is a limit on the number of hearings per year the Board can hear, the Board may receive copies of the resolution that was passed not too long ago. In any event, she will get a copy because the Board has a lot of discipline matters coming up. She cited a new requested that was received that will be on the next agenda, and two terminations still wait to be heard. So going into 2011, there will be at least three additional hearings. In addition, she expected the terminations to take longer than the hearings.

Ms. Mitchell expressed her gratitude and appreciation for the fine job Ms. Bradford was doing and making the Board's job much easier. She said the Board is organized because of Ms. Bradford's efforts in bringing the information the Board needs and helping them to understand all of it. Ms. Bradford thanked her staff too.

CLOSED SESSION

There was no discussion for closed session.

ADJOURNMENT

On the motion by Baker, seconded by Banks, the Personnel Board agreed to adjourn the meeting at 7:18 p. m. by the following vote on roll call:

AYES: Board Members - Anderson, Banks, Baker, Mitchell
NOES: Board Members - None
ABSENT: Board Members - Clark

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Respectfully submitted,

MARGARET MITCHELL, CHAIRPERSON
PERSONNEL BOARD

KAREEMAH BRADFORD
HUMAN RESOURCES DIRECTOR
CLERK TO THE PERSONNEL BOARD

Next Personnel Board Meeting, Special Meeting, Thursday, October 21, 2010, at
6:00 p.m. in the City Council Chambers.

**PERSONNEL BOARD – CITY OF COMPTON
COUNCIL CHAMBERS – COMPTON CITY HALL
MINUTES OF SEPTEMBER 30, 2010
SPECIAL MEETING**

CALL TO ORDER

The Personnel Board of the City of Compton held a meeting on Thursday, September 30, 2010, in the City Hall Council Chambers, located at 205 South Willowbrook Avenue, Compton, California. The meeting was called to order by Chairperson Margaret Mitchell at 6:10 p.m.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Ms. Anderson.

ROLL CALL

MEMBERS PRESENT: Charlene Anderson, Barbara Banks,
Ernest Baker, Douglas Clark*, Margaret Mitchell

MEMBERS ABSENT: * Absent for roll call

STAFF PRESENT: Edward Chavez, Deputy City Attorney
Legal Advisor to the Board

Sheri Eaton,
Acting Clerk to the Personnel Board

CITY OFFICIALS PRESENT: Council Member Barbara Calhoun

UNFINISHED BUSINESS

NEW BUSINESS

1. Oral and Written Communications, Reports, and Requests

A. Requests for Temporary Appointments

1. City Controller (Controller)

Ms. Eaton explained that for Item A, due to the City Controller being recently promoted to City Manager, the City needs to appoint a temporary appointment to the City Controller position on a temporary basis while waiting for recruitment. Ms. Banks asked for clarification if the City Controller is currently acting as City Manager or was appointed as such and there is a need to fill the position with a temporary appointment. Ms. Eaton confirmed the individual has been appointed to the City Manager position, so the City Controller position is now vacant.

Ms. Banks then inquired if the City had anyone in mind, and Ms. Eaton explained that the Acting Deputy City Controller would be the one who moved into that position.

On motion by Anderson, seconded by Banks, request for temporary appointment of City Controller (Controller) was approved on the following vote on roll call:

AYES: Board Members - Anderson, Banks, Baker, Douglas, Mitchell
NOES: Board Members - None
ABSENT: Board Members - None

2. Director of Municipal Law Enforcement Services (MLES)

Item was pulled from the agenda.

B. Approval of Proposed Eligible Lists

1. Maintenance Worker I (Open-competitive, 8 candidates)
2. Maintenance Worker II (Promotional only, 3 candidates)
3. Maintenance Lead Worker (Promotional only, 2 candidates)
4. Grants Coordinator (Open-competitive, 3 candidates)

Council Member Barbara Calhoun spoke to the Board about a concern she had about Item a, Maintenance Worker I (Open-competitive, 8 candidates). She noted there was an open-competitive list with eight candidates but wanted to know where the promotional list was. Ms. Eaton explained that the City gave the original exam which was promotional, but no candidates passed. So the City went out on an open-competitive basis.

Council Member Calhoun asked if the promotional test meant that employees already in that position applied to take it. Ms. Eaton said that these people were already City employees. Ms. Calhoun explained her concern was if none of the city employees passed the test and now open-competitive candidates are taking it, what happens to the employees currently in that position that did not pass the test.

Ms. Eaton explained the men and women in that position will not be able to promote because they did not pass the test. All the applicants will be appointed from the outside. Also, she pointed out that some people serving in a temporary capacity did pass the test.

Ms. Eaton explained the hierarchy is that the employees in this current position will not be able to promote because they did not pass the test. All applicants will be appointed from the outside. The City has some people serving in temporary capacities that did pass the test. They are eligible if they put their names on the eligible list that was promotional candidates. Temporary employees are not considered promotional candidates because they do not have permanent status

in the City. Ms. Eaton confirmed that if a temporary employee passed the test, he would not be on the list for Maintenance Worker I.

Council Member Calhoun asked if the person is already doing this job and took the test for promotional but he does not pass it, is he still doing the work even though he did not pass it. Ms. Eaton explained the hierarchy and in order to promote to Maintenance Worker I, an employee must be a Maintenance Worker Trainee. But that position has been reclassified from Trainee to Maintenance Worker I as a result of the classification study. So those Maintenance Worker I people were eligible for promotion. However, the City did not have anybody to take the test. They will have to be open-competitive candidates, those who did not have permanent status. For those who were temporary and they applied for a position, they have to apply on an open-competitive basis. Those are the ones who are eligible to fill the position if they get their names on the eligible list.

Council Member Calhoun stated her concern is for a Maintenance Worker Trainee who has been doing this job five or six years until the test comes around, and the test is supposed to have questions about the Maintenance Worker I position, and this person is a trainee who did not pass the test. What is wrong? Her concern is for City Employees, that when it is time to promote, there should be some type of class list. The City can give classes to the employees who want to become a Maintenance Worker I, II, or higher.

Council Member Calhoun continued explaining that a lot of cities offer classes. She wanted to know why city employees are not passing the tests. She suggested the City could give materials to these employees. She felt if all of them are Maintenance Worker Trainees doing their jobs, how could they not pass the test? Perhaps the test needed changing and asked if the questions on the test concern Maintenance Worker I, or if the test asks for things that have nothing to do with the position.

Ms. Eaton explained department managers are the ones who select material for the examinations, and Personnel only administer the test.

Council Member Calhoun continued that in her opinion there is something wrong if employees who have been in that position are not passing the tests.

She cited the City of Los Angeles for giving classes and making it available to city employees to take that class whether on duty or off duty, and they hold it in different places. She reiterated the tests should be related to the position being tested for and only that.

Council Member Calhoun also suggested Personnel look at other cities and see what is on their tests and what the job duties entail and see what is being put on the tests. She said she did not want to see that employees cannot pass these tests, and then somebody on the open-competitive can pass the test when that person has not worked for the City. It did not look right to her. That was her opinion.

Ms. Eaton said she would pass her comments onto the Director.

Mr. Baker asked Council Member Calhoun if she was aware of any classes the City or Union offers. Ms. Calhoun said she was not aware. She hoped someone could tell her that classes were offered.

Ms. Eaton asked Mr. Michael Harvey to address this issue. Ms. Eaton mentioned classes have been offered before. She cited an example of the Water Department where an instructor was brought into the city to teach employees for the Water Department, and no employees came to the training. Mr. Harvey said in this instance, not many employees attended training because a lot of them did not know about it and/or found out about it too late. It was not advertised enough. And he suggested the information not be given only to the directors assuming they can pass it on, especially if classes are held after 5:00, because a lot of supervisors are not going to let employees leave 30 minutes early to attend class.

Ms. Eaton said previously the class information was sent to employees or through managers to disburse. Since it went through managers to pass down, she thought it was possible the employees did not know training was available. Mr. Harvey said in this specific case they had to notify all of the people because certifications were required. Supervisors were notified and another agency.

Ms. Banks asked if this was a requirement under the job specs, and Mr. Harvey said yes. Because it is a requirement, it is deemed the Department or HR must notify them of training and the certificate. In fact, classes were held three different times to get employees up to speed and get them doing what they needed to be doing. A considerable amount of money was spent to pay for the ten weeks to train them. It was a very long, tedious process. It came to a point where people felt enough was done financially, and it is now on the employee to meet the requirements.

Ms. Mitchell asked why Mr. Harvey felt employees did not attend training.

Mr. Harvey said he did not know exactly why they did not come because he was not the one who would not attend, and he would have been there for the value of the class. But he pointed out it is up the individual, and depending on what's going on in their lives at the time, it may be they could not attend. Spending four hours a week in class may be difficult for some people depending on child care situations.

The schedule can be altered to help with that as much as possible. To assure attendance in this particular instance, they scheduled class during work hours. People were paid to be in class. It was easier for them to do it because they were able to limit Department staff and make sure to lessen the impact on other departments by holding training on Friday. This may not be practical for other departments.

Ms. Mitchell commented it is part of the civil service system to give promotional candidates the opportunity. It is better to really assist and provide opportunities to people who are employees. Some may need some guidance. Even though you tell some people to go out and prepare for the test, some people need a little more guidance. It makes sense, and Ms. Eaton will take it to her director.

Ms. Banks concurred and supported that Ms. Eaton can take it back to the Human Resources Director, and maybe she can find some classes or get an instructor to help individuals, at least to give them the opportunity and try to assist. She pointed out perhaps people who can do the job just are not good test takers.

Mr. Clark pointed out in field jobs of this nature, the entry level test is used as one test, and as a person becomes a Maintenance Worker Trainee, he acquires skills during that period as a Trainee, and he ought to develop those skills for when the Maintenance Worker I position comes open. Perhaps certification will be needed, and there may be another test involved. The test from Trainee to Maintenance Worker I is basically the same thing, he thought. The test should pertain to the job duties specifically. If the tests are totally different than what they are prepared for, they need to prepare for that test. It is up the individual to make his best effort. If you want to move up, you should take part-time classes to learn the necessary material. Mr. Clark concurred that as a board, they need to ask HR to go back and look at entry-level exams and look at the questions and see why people are not passing.

Ms. Anderson asked when the Maintenance Worker Trainee position was reclassified to Maintenance Worker I and what the process was to reclassify and if employees were automatically moved up or if they had to test.

Ms. Eaton explained they were permanent employees, but after the classification study re-classed them, they were changed to Maintenance

Worker I because the Board felt it did not make sense for someone to be a Maintenance Worker Trainee for five or six years. So the duties were re-classed to Maintenance Worker I based on duties they were doing. Most are already permanent employees. There are some temporary employees that have been there a good while. So they had to come in on an open-competitive basis. They were not eligible for promotion because they were temporary. Those who were permanent were reclassified to Maintenance Worker I, but the temporary were not reclassified.

Ms. Banks said those not re-classed did not have to take the test, and the temporary positions are not part of the classified service. Therefore, they had to take the exam, pass the exam, and it still was not promotional for them.

Ms. Anderson pointed out that an open and competitive list still was necessary because they were not considered permanent.

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Ms. Mitchell summarized by saying it did not make sense for a person to be training five or six years, so the City re-classed it to Maintenance Worker I from Trainee. If a person was already a permanent trainee the last five or six years, he was automatically grandfathered into Maintenance Worker. But if he was a temporary, it is entry level or promotional.

Council Member Calhoun said she thought they gave a promotional test, but perhaps she was wrong, and there was no promotional test for Maintenance Worker. Ms. Eaton clarified the test of Maintenance Worker I was open competitive, not promotional. Ms. Mitchell pointed out it is entry level, not promotional.

Ms. Calhoun said had she understood it was just entry level, that would have stopped her question. She apologized if she misunderstood. Ms. Eaton apologized if she had misspoken.

Ms. Calhoun then asked about item D, Grants Coordinator (open-competitive, 3 candidates), if this was the same reasoning and situation. Ms. Eaton said it was. Ms. Calhoun said her questions had been answered.

On motion by Banks, seconded by Anderson, request for Approval of Proposed Eligible Lists for Maintenance Worker I (Open-competitive, 8 candidates); Maintenance Worker I (promotional only, 3 candidates); Maintenance Lead Worker (Promotional only, 2 candidates); Grants Coordinator (Open-competitive, 3 candidates) was approved on the following vote on roll call:

AYES: Board Members - Anderson, Banks, Baker, Clark, Mitchell
NOES: Board Members - None
ABSENT: Board Members - None

PUBLIC HEARING – Opened at 6:47 p.m.

The Personnel Board, pursuant to Section 1101 (a) 6 of the Compton City Charter will hold public hearings to consider requests to exempt the following positions from the Classified Service for a period not to exceed (6) months:

A. Benefits Coordinator (Human Resources)

On motion by Anderson, seconded by Banks, to open the public hearing pursuant to Section 1101 (a) 6 of the Compton City Charter to hold public hearings to consider requests to exempt the following positions from the Classified Service for a period not to exceed (6) months: Benefits Coordinator, was approved on the following vote on roll call:

AYES: Board Members - Anderson, Banks, Baker, Clark, Mitchell
NOES: Board Members - None
ABSENT: Board Members - None

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Ms. Charlotte Moore, representing the Human Resources Department, addressed the Board. She requested an extension of the exemption for the position of Benefits Coordinator for six months so the person in that position currently can continue to handle the duties of the job. The position is being recruited for at

this time. She requested the extension because the Department cannot operate without a staff. The Police Department will need to handle the issue of benefits as well for that department as well as the City's need to handle ongoing medical, dental, vision, and retired employees and also handling COBRA and other programs including ADA accommodations and CalPERS inquiries to provide administrative services as needed. Currently a temporary employee is handling the duties and has since March 2010. Prior to that the duties were contracted out.

Ms. Barbara Calhoun addressed the Board stating the person holding that position now is an excellent person with a great personality and very nice and cordial. She praised this employee and noted when people come to ask questions, she is very personable and gives them the needed information and helps them out. She said she knows there are rules and regulations to follow, but she asked about how this person could get to stay in that position. She further explained she had a problem that she thought would never get resolved, but this person handled it. Previously Ms. Calhoun could not get help, but this person helped her out and got it solved.

Ms. Mitchell said there is a test the person must pass, and the test is being prepared.

Ms. Moore added her comment that the person currently occupying this position has been a great help to her on a variety of issues. These were issues that were not handled adequately previously. She cited her assistance with helping disabled people get back to work and also some individuals who are not aware they can come back to work. Those folks, she said, are being helped one-on-one, these people who need special assistance and/or have extreme circumstances. This person is assisting in all these activities. Compton has ongoing needs that are currently helping people, and while Ms. Moore can do some of it, she said she cannot cover it all. So she asked that the current employee be allowed to continue and have the exemption until the position can be filled permanently.

On motion by Banks, seconded by Clark, to close the public hearing pursuant to Section 1101 (a) 6 of the Compton City Charter to hold public hearings to consider requests to exempt the following positions from the Classified Service for a period not to exceed (6) months: Benefits Coordinator, was approved at 6:51 on the following vote on roll call:

AYES:	Board Members - Anderson, Banks, Baker, Clark, Mitchell
NOES:	Board Members - None
ABSENT:	Board Members - None

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Ms. Banks expressed her appreciation for both ladies providing that information on that current employee who is doing such a wonderful job.

Ms. Mitchell said it is always nice to hear not only what a person does but how they do it. It is important because it is the Board's job to look at positions and see how critical each is. In this case her understanding was it is definitely critical to these two ladies.

Mr. Baker stated his appreciation to Ms. Moore for attending the meeting tonight to make the request in person and be available for questions. He said when a manager asks for a temporary position or any position, they should be present to make their case, yet this does not always happen.

On motion by Banks, seconded by Baker, request to exempt the Benefits Coordinator position from the Classified Service for a period not to exceed (6) months was approved on the following vote on roll call:

AYES: Board Members - Anderson, Banks, Baker, Clark, Mitchell

NOES: Board Members - None

ABSENT: Board Members - None

PUBLIC HEARING – Opened at 6:55 p.m.

The Personnel Board, pursuant to Section 1010 and 1103 of the Compton City Charter will consider proposed amendments to the Position Classification Plan:

Maintenance & Trades (proposed revised classification specification)

*Meter Reader (Meter Reader I & II)

* Painter (Painter I)

Storekeeper

Water Serviceworker I

Water Serviceworker II

Lead Water Serviceworker

Non-supervisory (proposed revised classification specification)

Assistant Planner

Associate Planner

*Community Center Supervisor (Community Center Director)

Customer Service Representative

Planning Technician

Printing and Duplicating Technician

Recreation Leader

Redevelopment Technician II

Substance Abuse Counselor

Utility Billing Specialist

Supervisory (proposed revised classification specification)

*Business Licensing Supervisor (Licensing Coordinator)

Traffic and Lighting Electrician

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*Title Changes

On motion by Banks, seconded by Anderson, to open the public hearing pursuant to Section 1010 and 1103 of the Compton City Charter, to consider proposed amendments to the Position Classification Plan: For Maintenance & Trades (proposed revised classification specification), *Meter Reader (Meter Reader I & II), *Painter (Painter I), Storekeeper, Water Serviceworker I, Water Serviceworker II, Lead Water Serviceworker; For Non-supervisory (proposed revised classification specification), Assistant Planner, Associate Planner, *Community Center Supervisor (Community Center Director), Customer Service Representative, Planning Technician, Printing and Duplicating Technician, Recreation Leader, Redevelopment Technician II, Substance Abuse Counselor, Utility Billing Specialist; for Supervisory (proposed revised classification specification) *Business Licensing Supervisor (Licensing Coordinator), Traffic and Lighting Electrician, was approved on the following vote on roll call:

AYES: Board Members - Anderson, Banks, Baker, Clark, Mitchell

NOES: Board Members - None

ABSENT: Board Members - None

The following positions were pulled in the beginning from the agenda:

Storekeeper
Water Serviceworker II
Assistant Planner
Associate Planner
Customer Service Representative
Planning Technician
Printing and Duplicating Technician
Utility Billing Specialist

Mr. Michael Harvey, from the Water Department, addressed the Board regarding the Meter Reader positions. He explained the Meter Reader I and II titles are being combined into one because the classification study showed few changes between the positions, so both are being classified as a Meter Reader. In addition, there are no Meter Reader I's as the City is only carrying II's currently. So there is no need to have a title of "I." So the classification changed, and the update was to combine the titles together as well as the physical requirements.

Ms. Calhoun asked what the next step is after Meter Reader now that there is only one position in that category. Mr. Harvey answered the next step would be Water Serviceworker I. Mr. Harvey further explained meters are going away, so readers are not as necessary anymore, which is why the Water Department only hires two. In addition, they wanted to bring that salary up. This change will make it easier for a Meter Reader to receive a higher salary.

For the position of Lead Water Serviceworker Mr. Harvey spoke again. He explained the City used to have Water Serviceworker I, II, III, but the III is

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being changed to a Lead Water Serviceworker because they are the foreman of the crews they supervise. For a "I" the employee must get a certain distribution

grade. The Department looked at it across industries and determined a Lead Water Serviceworker was more of a correct title in regards to that individual. It changed because it falls more in line with the industry.

As Water Serviceworkers, which are in high demand in the industry, the Department wants appropriate titles so there are enough people applying and qualifying for the position. A "III" has a much higher distribution requirement than the II's or I's because it is a lead. So the position requires experience as well as a higher level of certification of distribution so there is a knowledge and skill base.

Mr. Harvey further explained that it helps the City meet health requirements. Also, Water Serviceworker is more of an interim position, so it gets the person in and gets them trained on what is going on and gives them a year to get the raise. They get the flexibility in the State to bring them in and

have time to reach the grade. They have a year to take the test because the test is given twice a year, so that gives them, hopefully, two opportunities to pass the test.

Ms. Mitchell asked for a Water Serviceworker I, how in minimum qualifications training and experience are perceived and interchangeable, if one has more education but less experience. Mr. Harvey responded they are looking at construction background because the Department tears up streets. So they are looking for someone who has construction background and an understanding of how to dig and grade. So they look at the background regarding work-related things. For education, they look at classes people have taken. There are a number of distribution classes. Looking at education and job experience, they are looking at if the people have taken water treatment distribution classes or construction. They look for competent people in these areas, for example, people familiar with OSHA requirements regarding whole dimensions. So knowledge gained from construction background and education from classes as it relates to construction or water is looked at.

Ms. Mitchell pointed out a high school diploma or GED is still required.

Council Member Calhoun asked if these title changes were Council approved when it was in the agenda book. Ms. Eaton said the Board looks at them first, and Council second. She added her compliments to the Board for doing an excellent job. She said she will wait to get them when this is in the Council's book.

Ms. Kareemah Bradford, Human Resources Director, took the podium to bring the Board up to speed as to why some of the positions were pulled from the agenda. She explained HR conducted a citywide classification study in 2008, and previously the majority of positions were brought before the Board. They had

contracted their positions to be studied by a certain time frame. So they were going through them last year, and the majority of the ones in supervisory group had to be re-classed. It was there for seven years. Now HR is coming back for

additional ones. As some of the department heads were not here at the time, some current directors did not go through the process, so they did not get to see them. Out of respect for that, some were pulled. They wanted to take into account that new management might want to look at that information first.

Ms. Bradford thanked the Board for their patience in seeing it was pulled from the agenda. There are four new directors, and they want to look at these positions. Maybe some additional changes will take place. Some of this is work to get the certification from the State. So even if they are here a year, they will still have to have a certain amount of experience to get the certification.

Ms. Calhoun asked what the difference was between Community Center Supervisor and Community Center Director and how much more experience or education was required to be the Director if you were already a Supervisor. Ms. Bradford explained this title change was recommended because the title of "Director" did not appropriately fit the duties, so it was changed to "Supervisor." The Recreation Leaders and Specialists at the parks are supervisors of facilities and have their title as "Supervisor." So Recreational Supervisors are supervising directors, and that is inappropriate. There is a Parks and Recreation Director, then Deputy Director, and Supervisor. This title change puts the title more in line with what is appropriate.

Mr. Clark asked if it is a title change from "Director" to "Supervisor," why the education and experience change. It went from an A.A. to Bachelors degree and asked what happens to the people in that position who have an A.A. degree. Ms. Bradford explained no one is going to be taken out of their position or moved out of the classification study. All the Community Center Directors wrote down what they would suggest for current education and experience on the form. They are interchangeable. If someone only has an A.A. and four years of experience, then that would qualify. However, it was determined that for the position of implementing programs, physical programs for appropriate age levels, seniors, juveniles under 13, adults, it does take some education to be able to program those types of community activities or at least enough experience to make sure programs get to the parks.

Ms. Mitchell asked about the downgrading of the education requirement for the Substance Abuse Counselor. Ms. Bradford said she was unable to answer that question at the time. She said she would go to the Director to find out about this particular change as she did not have a conversation with the consultant on this particular change. Ms. Mitchell asked for additional information since it is a very responsible position. Ms. Mitchell suggested this item be brought back to the next meeting, so the item was pulled from this meeting's agenda.

Ms. Calhoun asked about the License Coordinator becoming supervisor and the change in education. Ms. Bradford explained generally a coordinator would not

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oversee or manage people, but the Business Licensing Supervising would oversee three, four, five people, so the title should be appropriate to a supervisor and not coordinator. Ms. Calhoun asked if the position requires to a degree to go from coordinator to supervisor. Ms. Bradford said the specs

changed, and as Ms. Mitchell pointed out, there are required licenses/certificates, so they have a year to get those.

Ms. Mitchell asked if the City helps the employee get that and if it is something the employee does on their own time. Ms. Bradford explained it is something that can be done on their own time, but it is actually up to the director at the time. It is a requirement, and they can be allowed to attend classes because it is like taking training during the day, like sexual harassment training that is required. Because it is a requirement of the job for that certificate or training, it can be done during working hours.

Ms. Mitchell asked to confirm that while the person needs the training, it will be up to the director of that department to determine how to handle that. She was not sure if this particular certification should be within a year from hire date because the research was not done yet on how a class is given, i.e., if it is twice a year in the Water Department. The Water Department has two opportunities to hire and generally to obtain certification. The convenience for this job is not known.

Ms. Mitchell suggested pulling this item too. Ms. Bradford agreed because she wanted to make sure the spec is right.

On motion by Anderson, seconded by Clark, to close the public hearing pursuant to Section 1010 and 1103 of the Compton City Charter, to consider proposed amendments to the Position Classification Plan: For Maintenance & Trades (proposed revised classification specification), *Meter Reader (Meter Reader I & II), *Painter (Painter I), Storekeeper, Water Serviceworker I, Water Serviceworker II, Lead Water Serviceworker; For Non-supervisory (proposed revised classification specification), Assistant Planner, Associate Planner, *Community Center Supervisor (Community Center Director), Customer Service Representative, Planning Technician, Printing and Duplicating Technician, Recreation Leader, Redevelopment Technician II, Substance Abuse Counselor, utility Billing Specialist; for Supervisory (proposed revised classification specification) *Business Licensing Supervisor (Licensing Coordinator), Traffic and Lighting Electrician, was approved at 7:20 p.m. on the following vote on roll call:

AYES: Board Members -Anderson, Banks, Baker, Clark, Mitchell

NOES: Board Members - None

ABSENT: Board Members - None

Mr. Baker also suggested the Business License provider item be pulled because this person may get hired and after they get their license decide to leave the city, and the city will then lose that investment. After they receive all this education, whether it be on duty or off duty. They could be with the City a year. He suggested they take that into consideration.

On motion by Banks, seconded by Anderson, request to consider proposed amendments to the Position Classification Plan: For Maintenance & Trades (proposed revised classification specification), *Meter Reader (Meter Reader I & II), *Painter (Painter I), Water Serviceworker I, Lead Water Serviceworker; for Non-supervisory (proposed revised classification specification), *Community Center Supervisor (Community Center Director), Recreation Leader, Redevelopment Technician II; for Supervisory (proposed revised classification specification), Traffic and Lighting Electrician, was approved on the following vote on roll call:

AYES: Board Members - Anderson, Banks, Baker, Clark, Mitchell
NOES: Board Members - None
ABSENT: Board Members - None

AUDIENCE COMMENTS

Ms. Barbara Calhoun took a moment to thank each Board Member for answering her questions, especially since some were confusing.

Mr. Michael Harvey, Treasurer of AFSCME Local 2325, which represents managers and supervisors took a moment to thank the Board for taking the time to do what takes a lot of work. He noted how thick Board Members' packets are and that it takes a lot of their personal time to serve the City. He sincerely thanked them for their hard work.

In addition, he stated he was sad to say this was his last meeting as treasurer as his term ends next month, and he will probably not make the next meeting as he has personal commitments. He wanted to come one more time and on behalf of AFSCME members to thank the Board for their diligence and taking the time to delve into the minutia and keeping them in mind as they make their decisions and choices. He appreciated their listening to their voice and giving them the opportunity to speak. From his fellow members and President John Phillips, he thanked the Board.

PERSONNEL BOARD COMMENTS

Mr. Clark thanked the two supervisors for attending the meeting and clarifying why the departments need changes. Their input and availability to answer questions are greatly appreciated. He went on to recommend that if a department is seeking changes, the department should be represented by a director or immediate supervisors at these hearings, if possible. This way, they can actually come to the podium and answer any questions that may come up as well as articulate the request clearly.

Specifically, he said currently the City is going through contract negotiations with Edison about light maintenance, so the Electrical Department is going to go through some drastic changes in the future. The Board needs to know this information and why they want to make changes. It is refreshing to see the

#2.

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supervisors attend these meetings and enlighten the Board rather than having the HR Department try to explain what the department wants. Attendance helps the Board greatly.

Ms. Banks thanked the audience and individuals who gave their opinions. She told Mr. Harvey that the Board is going to miss him, and the Board wished his mother a good recovery. She also thanked Ms. Eaton for sitting in as Acting HR Director at the meeting and stated she did an excellent job.

Ms. Mitchell said she thought the meeting was fun tonight and filled with humor and was educational. She appreciated Council Member Calhoun's questions and discussions on her topics tonight. She reminded the audience that as the Board goes through the specifications, it is very helpful if a department representative can help explain the situation, and approvals can get done faster. If the Board has questions and no one is in attendance to answer the questions, it puts the City's business on hold.

Ms. Bradford said HR is going to send e-mails to the directors in the future on all the changes in the classification study. There will be an official meeting confirmation process once they have been changed because with the class study, HR did not meet and confirm each item. They went through the process with managers, supervisors, and employees, but it has been awhile. So HR is going to require that the managers somehow assist, and since the Board has new members, the departments need to have a representative attend and talk about their positions. So HR will send an e-mail out and make sure the departments send somebody to represent that department.

Mr. Baker stated he cannot emphasize the importance of departments being represented directly at these meetings.

Ms. Bradford said HR will express this importance to the department managers and she will also take that information back to the City Manager and also pass along the Board's request that departments are represented.

CLOSED SESSION --

ADJOURNMENT

On the motion by Baker, seconded by Banks, the Personnel Board agreed to adjourn the meeting by the following vote on roll call:

AYES: Board Members - Anderson, Banks, Baker, Clark, Mitchell
NOES: Board Members - None
ABSENT: Board Members - None

Meeting adjourned 7:31 p.m.

Respectfully submitted,

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KAREEMAH BRADFORD
CLERK TO THE PERSONNEL BOARD
HUMAN RESOURCES DIRECTOR

MARGARET MITCHELL
CHAIRPERSON
PERSONNEL BOARD

Next Personnel Board Meeting, Special Meeting, Thursday, October 21, 2010, at
6:00 p.m. in the City Council Chambers.

PERSONNEL BOARD – CITY OF COMPTON
COUNCIL CHAMBERS – COMPTON CITY HALL
REGULAR MEETING
OCTOBER 21, 2010

CALL TO ORDER

The Personnel Board of the City of Compton held a meeting on Thursday, October 21, 2010, in the City Hall Council Chambers, located at 205 South Willowbrook Avenue, Compton, California. The meeting was called to order by Acting Chairperson Barbara Banks at 6:06 p.m.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Ms. Anderson.

ROLL CALL

MEMBERS PRESENT: Charlene Anderson, Barbara Banks, Douglas Clark

MEMBERS ABSENT: Ernest Baker (arrived after roll call)
Margaret Mitchell

STAFF PRESENT: Edward Chavez, Deputy City Attorney
Legal Advisor to the Board

Kareemah Bradford,
Clerk to the Personnel Board

CITY OFFICIALS PRESENT: None

APPROVAL OF MINUTES OF PREVIOUS MEETINGS

September 16, 2010, Regular Meeting

Motion by Anderson, seconded by Clark, approval of minutes for the September 16, 2010, Regular Meeting, was approved by the following vote on roll call:

AYES: Board Members - Anderson, Banks, Clark

NOES: Board Members - None

ABSENT: Board Members - Baker, Mitchell

September 30, 2010, Special Meeting

Motion by Clark, seconded by Anderson, approval of minutes for the September 30, 2010, Special Meeting, was approved by the following vote on roll call:

AYES: Board Members - Anderson, Banks, Clark
NOES: Board Members - None
ABSENT: Board Members - Baker, Mitchell

NEW BUSINESS

1. Oral and Written Communications, Reports, and Requests

A. Oral Presentation

A New Way of Life – Susan Burton – “Ban the Box”

Ms. Barbara Calhoun introduced this presentation saying she had learned about it previously, prior to when she became a Council Member. She explained “Ban the Box” allows men and women the opportunity to be able to test and apply for a job without the stigma attached if they have been incarcerated previously. She hoped the Board Members’ minds would be open to the presentation and stated several cities already have “Ban the Box” on their applications.

Ms. Rhonda Jones opened the presentation of “Ban the Box.” Ms. Jones is a community organizer with “All of Us or None,” in Long Beach/Compton Districts of the national organization dedicated to the restoration of Civil Rights to people who have been previously incarcerated and others with criminal backgrounds. She explained she understood challenges to employment discrimination and has seen that sometimes people do not want to hire a person with a criminal background. She has experienced the disadvantages of employment opportunities that are faced when it comes to employment opportunities for someone with a criminal background. The impact is more severe for people with criminal backgrounds.

Ms. Jones said people with criminal backgrounds often get rejected for a job they are probably qualified for the moment the employer finds out about the conviction. She said she gets a sinking feeling when the employment form asks if the applicant has ever been convicted of a crime because she realizes there is a chance she will be rejected for the job if she checks “yes,” and if she checks “no,” most likely she will be terminated at a later date or during the process. She said as long as that question is on the application and there is no clear policy about when and how the conviction history will be used, people have no way of knowing the employer will be any different than employers who use it to automatically reject applicants.

Ms. Jones then introduced Melissa to explain how “Ban the Box” is addressing these problems. She explained the eight core components within the “Ban the Box”

policy and noted that some are already included in state and federal law. These components include:

1) Remove the question on conviction history from the application, so the applicant is not relied upon for this information. Either the employer can run its own background check or do none at all.

2) Develop clear guidelines for consideration of conviction history that specify only past convictions with a direct relationship to specific job responsibilities; or if there is a direct relationship, consideration should be given to how much time has passed and if the applicant is able to produce rehabilitation evidence; or do not consider convictions for which an expungement or Certificate of Rehabilitation has been granted.

3) Background checks should be conducted and information considered only after an initial offer of employment is made. Considering background information at the end of the process would be more fair and avoid unfair discrimination and allow applicants to demonstrate skill and experience prior to past conviction consideration.

4) In cases where an applicant may be denied a job because of a past conviction, an applicant should be provided with a copy of the background check and given an opportunity to appeal, including correcting errors and submitting evidence of rehabilitation, before an adverse decision is made. Providing a copy of the background check is already required under the Fair Credit Reporting Act and the Investigative Consumer Reporting Agencies Act.

5) Add a non-discrimination statement to the City's application that indicates the City's willingness to hire people with past convictions.

6) Review all City jobs to determine whether some positions may be exempt from background checks and to specify the types of convictions which might present an automatic bar to certain positions.

7) Job Announcements should list any legal barriers to applicants with past convictions, or any categories of convictions, that will disqualify an applicant from being hired for a particular job.

8) Require private contractors to adopt a similar policy that includes removing the conviction history question, conducting background checks only after an employment offer is made, and complying with existing law (Title VII, Fair Credit Reporting Act, Investigative Consumer Reporting Agencies Act) in terms of past conviction and job duties and providing a copy of the background check.

Next, Ms. Susan Burton, Founder and Executive Director of a "New Way of Life Re-entry Project," addressed the Board. She thanked them for taking the time to hear this presentation. She explained this program has been helping people for 12

years, providing re-entry services for women who are coming back to the community from prison or jail and helping them to get a start back into the community. She asked the Board to demonstrate its leadership in considering incorporating the "Ban the Box" model in Compton's Personnel Department. She said "Ban the Box" is a reform that is sweeping the country as many cities and states are already implementing some form of removing that question from their applications.

Ms. Burton said when she applies for a job, it is extremely discouraging to apply and go down the application and have to mark it with an "x." This circumstance brings about a cloud. And when people are trying to make a way back into the community, there should not be continual stigma and drudging up every time a door is opened.

Ms. Burton then requested the Board to recommend removing that question from the applications within the City of Compton. In addition, she also requested that Compton make the job applications available to all people including those who do not have a computer. If jobs must be applied for online, she requested that people be able to walk to the Personnel Department or wherever jobs are posted, and people can apply in person in that office.

Ms. Banks thanked Ms. Burton and the members for presenting to the Board and said the Board will take this information into consideration. She said she thought personally that people should be given another chance for anything that has happened in the past and they have proven themselves.

Ms. Burton then asked when a recommendation would be coming from the Board or how that process works for the recommendation to go from the Personnel Board to the City Council.

Ms. Bradford answered this inquiry by explaining that to get the item on the agenda for this Board, a member of the Board may make a request; or if something comes to the Clerk's attention, herself or her department, that request can be brought to the Board for a vote or recommendation. That is the process for getting an item on the agenda beforehand to have the Board officially address the request.

In this case, this was a presentation to make the Board Members familiar with the topic, and then if Members need to come back and have some type of action, they can. But the presentation was to familiarize themselves with the topic. In addition, they now have some material to read and review, and they can request the item be brought back.

B. Report of Temporary Positions as of September 30, 2010

Ms. Barbara Calhoun asked to speak on this agenda item. She asked for clarification on these temporary positions and wanted to understand if temporary positions are for 90 days and then 6 months. Ms. Bradford explained temporary

positions are for 90 days in a calendar year. Ms. Calhoun asked what specifically happens after 90 days, and Ms. Bradford explained the Department can request a position be exempted from the Classified Service for up to six months. Then after six months, depending on the disposition of the position, if there is no eligible list to hire from and the position has been taken out of the budget, the appointing authority should send paperwork to process to have the person terminated from the position. Ms. Calhoun said she would come back later to discuss that.

On motion by Baker, seconded by Clark, request to receive and file a Report of Temporary Positions as of September 30, 2010, was approved on the following vote on roll call:

AYES: Board Members - Anderson, Banks, Baker, Clark
NOES: Board Members - None
ABSENT: Board Members - Mitchell

C. Report of Exempt Positions as of September 30, 2010

Ms. Calhoun again addressed the Board asking for a description of the procedure on exempt positions. Ms. Bradford responded someone makes a request to have a position exempted which is posted for ten days as a public notice. It comes before this body and in the public hearing. The Board can vote it up or down on exemption for six months. After six months the appointing authority should process paperwork to have that person removed from the position.

Ms. Calhoun then asked for confirmation that the Board has passed a report of Temporary Positions as of September 30th, and another agenda item is a report of Exempt Positions as of September 30th. Her question was: Why are there so many temporary positions through the City where men and women are over 90 days and over 6 months?

Ms. Bradford asked Ms. Calhoun if she was talking about a specific type of position, and Ms. Calhoun invited her to talk about either temporary or exempt. She restated her question: When is the test given? If there is a position for 90 days and then it is exempt for 6 months, and then termination after that, then it keeps coming back to the Board, and people can apply for the position, when is the test given in there? Ms. Bradford explained that the timing of the test is based upon each recruitment. She would need to bring up the recruitment calendar to answer that and discuss any particular department.

Ms. Calhoun further asked if HR is aware of all the temporary positions and exempt positions, and when does HR decide to test for the positions, or what constitutes having a test for these positions. Ms. Bradford explained the Department must declare a vacancy and/or the approval through the process of City Controller approval in which the hiring manager makes the request, and it is approved.

Ms. Calhoun asked when the HR Department steps into the process to send notice to the department director stating the person has been in this job for 90 days or 6 months and is still there, so the department needs to terminate or do a test. Ms. Bradford explained previously with a City Manager who is no longer with the City, he took charge of the situation. He had instructed Ms. Bradford to inform him of these situations, and he would talk to the department manager involved. She further explained Compton now has a new City Manager, and she needed to speak with him to find out how he would like to handle these situations and inform him that previously it has been the City Manager's responsibility to make sure the directors are implementing the policies.

Ms. Bradford clarified the City Manager does not generate this action when the appointment expires; however, it is the responsibility of the City Manager to direct the appointing authority when someone has done their 90 days and 6 months. The department directors are the ones who make the requests so they know when an appointment is going to expire. They have a copy of the same forms as HR and the City Manager. In the past Ms. Bradford has met with the City Manager to go over the lists of exempt and temporary employees and let him know what positions expired, and it was up to him to contact the directors to let them know.

Ms. Banks noticed in the exempt positions, some are in the process of recruitment on some of the classifications and others have not started, but it has gone over the six months. Ms. Bradford cited the example of Maintenance Worker I where the eligible list was approved last time, and a promotional list is on the agenda. So that exam is completed. Ms. Banks noted there were a couple of six months' positions where the six months might be exhausted and asked Ms. Bradford to look into that.

On motion by Anderson, seconded by Baker, request to receive and file the report of Exempt Positions as of September 30, 2010, was approved on the following vote on roll call:

AYES: Board Members - Anderson, Banks, Baker, Clark
NOES: Board Members - None
ABSENT: Board Members - Mitchell

D. Request for Temporary Appointments

1. Custodian – General Services
2. Housing Eligibility Specialist – Housing
3. Accountant Technician – Housing
4. Systems Coordinator – Water
5. Accountant II – Community Redevelopment Agency
6. Project Manager – Community Redevelopment Agency
7. Senior Administrative Analyst – Community Redevelopment Agency
8. Administrative Analyst II – City Manager

1. Custodian, General Services – Mr. Percy Brown, General Services Director, addressed the Board on this request. He asked the Board to approve two custodian positions due to a vacancy as someone transferred to another department. These two daytime positions are urgently needed, and as the holiday season is approaching, there is overwhelming work and a tremendous burden.

The Board decided to take all the positions as one.

Ms. Calhoun had a general question regarding all the positions. She stated she wanted the Board to do what was right. She did not want to see anyone without a job, but she wanted to see the Board was doing what was right. She stated following the 90 days and 6 months policy, she thought someone should do something to hire rather than terminate. She hoped that employees would have the opportunity to take the job on a permanent basis and not temporary. She was concerned if it was a temporary placement, the employee may lose his job, and that would hurt his family.

She asked that employees do not have to wait for the test. She did not understand why there is a waiting period and why someone who is doing a job for 90 days or 6 months cannot take the test sooner. She suggested someone has to take the initiative, and the test should be given earlier so there is not a gap of time between termination and testing opportunity.

Ms. Bradford explained that there is a litany of reasons that explain why recruitment could not start earlier this year. Due to budget issues, city managers halted all recruitments for about four months. Funding issues caused recruitment to be stopped. In some cases the City did not know if it was going to receive grants, so some departments did not know if they would have grant money coming in to allow them to continue their efforts. Some departments may not have survived, or perhaps some positions within departments may not have received continuing funds. There are still departments in which funding for the rest of the year is not assured. In that case and others, recruitment is not allowed to continue.

In addition, Ms. Bradford explained if layoffs occur, some people may be able to bump into these spots, but once recruitment is done, they cannot transfer to a spot someone else is in. There is a possibility in the case of a cutback to go to a position someone is qualified for, but if somebody else is in that position because testing was done, he will not be able to do that.

There are many reasons for not being able to recruit including a slowdown which is currently happening. But HR is working on it. HR can document what other cities are doing for the oral interview. Personnel rules require the city to have a technical person to assess candidates. Other cities are having cutbacks, and they are not able to give assistance like they have in the past. Previously when Compton fell behind, HR could do oral interviews and assessments with assistance, which the City does not have now. More recently private industry experts are doing

interviews, and Compton is using local agencies. The recession has impacted City recruitment, but Compton can still use agencies for assistance.

Also, Ms. Bradford explained this past week HR had talked to department managers to inform them of the challenges and ask for their assistance. Personnel has been sending out e-mails frequently and working with local organizations for networking purposes. In addition to looking to other cities for assistance, Personnel is also looking to school districts, state and local agencies, and others that may be able to assist.

Ms. Banks concurred with Ms. Bradford regarding the difficulties and asked that the new City Manager be spoken with to understand what his thoughts are.

2. Housing Eligibility Specialist, Housing - Ms. Delmonsha Green, of the Housing Department, addressed the Board on this position. She explained this person is going to assist the Department in sending out letters regarding payments in order for the Department to receive funding. The Department needs to have this position filled quickly.

Mr. Baker asked the status on the current position, and Ms. Green explained it has been vacant for over a year. Ms. Bradford added there were challenges with the Housing Department last fiscal year, so no recruitment was allowed for any of the positions.

3. Accountant Technician, Housing – Item was pulled, but Ms. Bradford said she would bring it back next time.

4. Systems Coordinator, Water – Item was pulled.

5. Accountant II, Community Redevelopment Agency - Mr. Kofi Sefa-Boakye, of the Community Redevelopment Agency, addressed the Board on this item. This position has been vacant as a result of new responsibilities and an expanded role of Redevelopment revitalization activities. This is a critical position for bonds that have been issued and the reporting that is required continuously to the State as well as making sure the City is in compliance with the service and rules and regulations concerning the bond.

Mr. Clark asked how long this position has been vacant, and Mr. Sefa-Boakye explained it is a newly created position. Ms. Banks clarified this was a new classification just being added to the budget.

6. Project Manager, Community Redevelopment Agency - Mr. Kofi Sefa-Boakye again addressed the Board on this request. He stated this position has become critical in light of the efforts to revitalize the City. The role of a Project Manager includes continuous meetings with developers and involves responsibilities that are incurred within a bond that the agency has issued. It is critical for the Department to have temporary staff while awaiting the

open-competitive process.

Mr. Baker asked if the Department was seeking three new positions, and Mr. Sefa-Boakye said yes, because the positions are expanding staffing to meet expanded obligations. This is the result of huge responsibilities compared to the previous years. This year there are burdens to undertake huge multimillion dollar projects based on bonds and expanded redevelopment areas, and these are activities which current staff capacity cannot handle because the City is in the middle of huge activity related to revitalization. So the duties are quite extraordinary compared to the past.

Ms. Banks asked for an explanation on the position. Ms. Bradford explained one of the Project Managers transferred to a different department. While there was an eligible list, no selection was made, and it expired in June. The list expired, and now a new recruitment for Project Manager is needed. In addition, one person transferred to a different department.

7. Senior Administrative Analyst, Community Redevelopment Agency – Mr. Kofi Sefa-Boakye addressed the Board on this issue too. He explained this position is also one that has become necessary in light of the activities in the Redevelopment Agency. Project areas have been expanded, and at the same time revitalization efforts are taking place. The Department needs an analyst who will continuously review state and federal policies which impact redevelopment activities. That analyst is going to be an asset to the agency and City in moving forward in presenting its development to the City and to meet the needs of the City and Agency. This function is very critical in terms of preparing reports and conducting analysis and research which will be an asset in the day-to-day activities as the Department continues to provide service to the community and agencies.

Ms. Bradford added the City is in the process of completing this recruitment and is in the last phase.

Ms. Banks asked if there is a current Department employee who can fill this position until recruitment is completed. Mr. Sefa-Boakye said no.

Mr. Baker asked if the Department had anyone in mind, and Mr. Sefa-Boakye said no.

8. Administrative Analyst II, City Manager - Ms. Pamela Donaldson, Budget Officer for the City Manager's office, spoke to the Board. She said she was representing the City Manager and first wanted to address previous comments regarding the budget and some positions.

Ms. Donaldson said Ms. Bradford was correct in the respect that certain positions were in jeopardy due to budget concerns; however, some positions were eligible to move forward. She explained in the budget preparation process before positions are put in the budget, the Department looks at revenue sources that are expected

to support the positions or not. If there is a threat of the City losing revenues or a short-term grant, the Department looks at not creating or funding a position because the position may have to be terminated on short notice.

However, Ms. Donaldson, explained during budget preparation time, of the 52 vacancies presented, 20 were filled. Although there were some budgetary concerns with positions, and there are still some that exist, the vacancies, in her opinion, should be filled because people need jobs, and the City should try and fill those positions they are able to fill. She said personally she had survived three massive layoffs, one in which she was demoted, in her 29 years with the City. She acknowledged while that can happen, she thought it should not negate the fact that there are positions where people are needed and people are waiting. So they should do whatever they can do to fill those jobs and look at projected budgetary issues collectively, so the City will not have funds set aside and not be utilizing those funds by not having these positions filled.

Ms. Donaldson then requested a temporary appointment of an Administrative Analyst II – City Manager. She explained the position has been vacant since July 1st, 2010 and the Department is challenged with developing, implementing, and directing City goals and objectives. Between the departments, right now the City Manager's office only has one Senior Administrative Analyst who is assigned to implement contracts, resolutions, and other staff needs for assisting in those endeavors. So it is critical that the City Manager's office fills this temporary appointment so that the City can ensure it has capacity to meet the needs and priorities of the City Council.

Mr. Clark commented he, too, is concerned about filling these temporary positions in a situation where someone hires a person who does an outstanding job and he is a perfect fit with the organization, yet at the end of the 90 days and exempt status, the person is put into a pool for testing and must compete with other individuals. He felt this was a double-edged sword situation. He thought something should be put into place from the department supervisor that this individual will be allowed to be put on a list given an opportunity to take that test before termination so they can fill the position permanently.

Mr. Clark said he sees this happen so often on some jobs where there is an outstanding individual, yet he has to be let go because he does not score high on a test or something.

Ms. Banks said it is unfortunate that that situation can occur on occasion, but under the Civil Service testing rules, a person who has done a particular job for 90 days up to 6 months and wants to test has to compete with qualified candidates. She hoped that HR could test in a timely manner to give the individuals opportunities to qualify and pass a test and rank in order to be considered for the position.

Mr. Baker concurred with Ms. Banks. Speaking from his personal experience as a City employee for the City of L.A. for 34 ½ years, he understood the rules and

regulations, but he sympathized with the other Board Members. He noted Personnel must abide by the rules.

Ms. Anderson suggested, to address Civil Service and in fairness and fitness to employees, that perhaps the City could encourage people in entry-level positions, or just applying for work, to get materials and help them along with testing and getting on lists. She acknowledges sometimes when a person is in an assignment, it may be hard to find time or materials to study for taking a test. She hoped department directors with Personnel's help could try to help out employees as tests approach.

Ms. Bradford said it is a double-edged sword. Personnel does try to assist in some situations wherein a department manager may have, for lack of better understanding, given an employee the impression he has a job. Sometimes employees tell Personnel they believed they had a permanent job. Personnel always tells employees a job is temporary if it is. It is written in the rules that a person cannot have an advantage in getting a job. The only way, according to the Charter, there can be a temporary appointment is if there is an emergency and a stoppage of public service. The challenge is when you find a temporary person who is doing a very good job. They are trained well and are doing well, but the rules clearly state that person cannot have an advantage. That employee is not given extra credit or consideration for that.

Ms. Bradford explained Personnel is trying to come up with different ways to get the recruitment for the services the City needs. The system requires approvals, and the process begins with an approval, and Personnel is working on that. While some recruitment is needed, not all the approvals have been received.

Ms. Bradford further stated that she and others have done research at the library to get a list of testing material on file in different books, and people have contacted agencies for information. She agreed when exams open, it is important people have a resource. She has talked with staff about looking at other agencies in the City of L.A. as they have some resources on web sites. She added that the City of L.A. has an entire department dedicated to developing test materials, but Compton is not big enough to have that ability. But Compton is looking into testing material resources.

In addition, Ms. Bradford has looked into implementing, as other agencies have, putting information on the subjects that will be tested on an exam, and that would require the agency and City to work closer together, meaning that the director properly requests the position, not just when they need it, but request it through the system months earlier. So the director would get approvals from everyone and get the test set so when the test comes up, testing materials are known. Oftentimes, she said, the directors do not assist with the test because they are busy, and Personnel has to rush the recruitment, but the test is not developed yet, so the subjects on the test are unknown.

Ms. Bradford said to accomplish these things, many things need to be done. There are many reasons why things are not working as best as they could, but Personnel is working on it. She developed a list from the local library to help with this. She hopes soon she can let people know the substance of the test so they have an opportunity to study so they will have a fair opportunity to at least be considered, by scoring in the top three. An applicant needs to score in the top three places to get his name on the list, and the City wants people to have a fair opportunity.

For the "Ban the Box" in regard to paper applications, Ms. Bradford said the City will be going "green, and has purchased laptops in the City library for anyone who does not have computer access to be able to apply for a job. The applicant can start the application and save it to complete at a later date. Anyone can apply for a job by coming to City Hall.

Ms. Green asked why Item No. 3 was pulled from the agenda. Ms. Banks suggested she contact the Director of Personnel for discussion on that.

On motion by Anderson, seconded by Baker, Request for Temporary Appointments for Custodian – General Services; Housing Eligibility Specialist – Housing; Accountant II – Community Redevelopment Agency; Project Manager – Community Redevelopment Agency; Senior Administrative Analyst – Community Redevelopment Agency; and Administrative Analyst II – City Manager was approved on the following vote on roll call:

AYES: Board Members - Anderson, Banks, Baker, Clark
NOES: Board Members - None
ABSENT: Board Members - Mitchell

E. Approval of Proposed Eligible List

1. Maintenance Worker I (Promotional, 2 candidates)

Ms. Bradford explained that the Public Works Director could not attend the meeting, but the appointing authority requested that the list not be approved. She clarified there are two promotional candidates, eight candidates on the list, and two vacancies and possibly another. For the Maintenance Worker III there are two vacancies that are promotional and a Maintenance Worker II. There is a promotional eligibility list that was approved last time, so both vacancies being filled in-house are creating additional vacancies. There will be at least four or five vacancies to be filled on an open list.

In addition, Ms. Bradford further explained currently there are two vacancies in Maintenance I for the Public Works Department, and at the last meeting, the Board approved a promotional-only list for Maintenance Worker III and II. When there are two vacancies in III and I and two potential vacancies in Maintenance Worker II, those individuals coming from the lower classifications are going to be creating vacancies in the Maintenance Worker I in addition to the two vacancies that already

exist. Ms. Banks clarified the request was to not approve this request because the candidates are on the open list.

On motion by Baker, seconded by Clark, Request to not approve the proposed eligible list for Maintenance Worker I (Promotional, 2 candidates, Open-Competitive) was approved on the following vote on roll call:

AYES: Board Members - Anderson, Banks, Baker, Clark
NOES: Board Members - None
ABSENT: Board Members - Mitchell

Ms. Barbara Calhoun questioned the Board on this topic because she was getting confused. She said she had asked at the previous meeting about having somebody for open-competitive but nobody for promotional, and now this situation has occurred. She asked how the Board can have promotional when Personnel says they do not have promotional. Ms. Bradford said she was correct, that for Maintenance Worker I there was a promotional list, but it was not placed on that agenda. Ms. Calhoun asked to confirm it was not on the minutes on the prior meeting when she asked about promotional. Ms. Banks said that was true. Ms. Calhoun said it went from not having one at all to having found it.

Ms. Anderson asked if Maintenance Worker I employees transition with the adjustment since it is an entry-level position. Ms. Bradford explained this question had come up while she was in the audience last meeting, and she did not have specific information at that time to answer the question. When she and the staff got back to the office Monday, they looked for and found a promotional list.

Ms. Anderson asked if there was no promotion because it is an entry-level position. Ms. Bradford explained it is not a promotion within, but there are individuals that make less money in other positions in other departments, so this might be promotional for them from a salary standpoint. That would be viewed as promotional. These would be people who tested from another department, hold a permanent classification within the City, scored over 75 percent on the test, and do not have any unsatisfactory evaluations.

Ms. Bradford thought the confusion was due to in this situation the fact that the Maintenance Worker I had a promotional list, but in the last meeting, it was said it was not a promotional list. The promotional list was existing, but staff made a mistake and did not bring the list to the Board. When she went back and looked, there was a promotional list, and she had said she will bring it back to the Board at the next meeting and talk to the Director about it.

Mr. Chavez said whether the promotional list came to the Board at the last meeting or this meeting, it still would not have had three candidates on the list, so the Director would have had to come in and ask for permission to get that list anyway, which was not asked for.

F. Extension of Eligible List

1. Administrative Technician – (2nd extension, Open-competitive, 3 eligible candidates)

Ms. Calhoun also had questions on this item. She wanted to know if there were any promotional candidates, and Ms. Bradford said no. Ms. Calhoun asked if there never will be promotional, and Ms. Bradford said it was there never will be, just not at this time.

On motion by Anderson, seconded by Clark, extension of the eligible list for Administrative Technician – (2nd extension, Open-Competitive, 3 eligible candidates) was approved on the following vote on roll call:

AYES: Board Members - Anderson, Banks, Baker, Clark
NOES: Board Members - None
ABSENT: Board Members - Mitchell

G. Request to Reschedule Appeal Hearing Dates

1. Christopher Ryan – Re: Termination

Ms. Bradford asked this item be brought back because the dates cannot be scheduled at the present time due to the Board already having two hearings set and two more hearings for terminations before this one, but she wanted to make the Board aware of this hearing request and another one. She noted they are beginning to stack up.

PUBLIC HEARING

There are no requests pursuant to Sections 1010 and 1103 of the Compton City Charter, to consider proposed amendments to the Position Classification Plan.

Public Hearing – 7:34 p.m.

The Personnel Board, pursuant to Section 1101 (a) 6 of the Compton City Charter, will hold public hearings to consider requests to exempt the following positions from the Classified Service for a period not to exceed (6) months:

Systems Coordinator – Water Department
Housing Eligibility Specialist II – Housing Department
Senior Planner – Planning and Economic Development
Department

On motion by Baker, seconded by Anderson, to open the public hearing, pursuant to section 1101 (a) 6 of the Compton City Charter, to hold a public hearing to consider requests to exempt the following positions from the Classified Service for a period not to exceed (6) months: Systems Coordinator – Water Department,

Housing Eligibility Specialist II – Housing Department, Senior Planner – Planning and Economic Development Department was approved on the following vote on roll call:

AYES: Board Members - Anderson, Banks, Baker, Clark
NOES: Board Members - None
ABSENT: Board Members - Mitchell

Systems Coordinator item was pulled from the agenda.

Housing Eligibility Specialist II – Housing Department

Ms. Delmonsha Green, of the Housing Department, spoke to the Board regarding the Eligibility Specialist II position. She explained the position is vacant, but the position is responsible for supervisory duties and assists the Housing Director in her absence. The Housing Director has retired, and without a proper person in that position to oversee the Department, the Housing authority will be in dire need for a supervisor.

Mr. Baker asked to clarify if someone is in that position already and/or if the Department has someone in mind. Ms. Green said yes.

Ms. Calhoun agreed that it is very imperative to hire for this position as the newspaper had reported on recent endeavors and the investigation, so it was not a secret this position is very needed. She hoped the position could be filled very quickly.

A question in the audience was asked if this position was in lieu of the director or if she is acting as a director, as she had understood Ms. Green to state that the Housing II position is a supervisory position and is in lieu of the director's retirement, and earlier the Housing I position was needed to do reporting and sending out invoices to other cities to receive money Compton is supposed to get for its housing. So if this is something that is supposed to be done all the time in Housing, why did they not have a person in that position at all times to do the Housing I position prior to this public hearing?

Ms. Bradford explained that Ms. Green is new as the Deputy Director, so she has not been involved in what was going on in the last year. But during the time the Department had the audit, the City Manager was looking at whether or not the City could afford to keep the Housing agency. That was one of the Departments that Personnel had to hold off on recruitment for a Deputy Director because of the budget. She thought there was a third Housing Specialist I, but two of the Housing positions were filled, so this one is a new position and a vacant position. The Housing Eligibility Specialist II has been vacant for a while as well as the Deputy Director.

Senior Planner – Planning and Economic Development Department

Mr. Derek Hull, Director of Economic Development, addressed the Board on this request. Mr. Hull said he was deeply moved by the inability of the City to hire such a critical position as the Senior Planner. When he started in June, the former Senior Planner served as the Interim Planning Director until about November of '09 and went out on medical leave for four or five months and then retired.

It has been taxing on Mr. Hull and the remaining personnel in the division to fulfill the activities in the Department. He was able to get a temporary appointment in April of 2010, but because the recruitment process took so long, the individual received another job offer and left the Department at the end of May. So the Department reopened this temporary position in July, and he was able to fill it.

Recruitment occurred in July, but as of today the remaining activities for the recruitment have not occurred. So since the temporary appointment expired, he was requesting an exemption. He brought the temporary Senior Planner with him to this meeting, and he requested the Board extend this temporary appointment and Personnel expeditiously look to completing the recruitment of this position.

Mr. Hull further explained the City is completing a General Plan which has been an ongoing process for the last four years. The City is in the final stages of the General Plan update, and it is critical for the Department to go through a series of community meetings, public hearings with the Planning Commission as well as with the City Council, and the City has to adopt documents in a timely manner. In addition, the Senior Planner position is very critical for a couple of projects involving deadlines and making sure the Department can get through the processes. So Mr. Hull requested not only to extend this six months but to encourage Human Resource staff to expeditiously finish this recruitment that was started back in July.

Mr. Baker asked if there is anyone currently in the position, and if so, how long the person had been there. Mr. Hull said the current person started August 15th.

Ms. Anderson asked what the status was of the current recruitment. Ms. Bradford said she did not have specific information, but thought Personnel had opened Senior Planner earlier in the year, but there were not enough qualified candidates. So Personnel reopened it and is going through the process again. She said she would find out more information and bring that back to the next meeting.

Ms. Calhoun asked what date the General Plan is due by, and Mr. Hull said the current one is expiring in 2010. Ms. Calhoun then pointed out this is another job where the City needs somebody. She recognized somebody is in the position now, but she hoped that HR will either test or do what they need to do because there are so many things going on throughout the City that involves the Planning and Economic Development Department to keep the City moving. Ms. Bradford said she would find out for the next meeting about the date or testing information. Ms. Calhoun said she wanted the Board to move on this expeditiously.

On motion by Clark, seconded by Baker, to close the public hearing, pursuant to section 1101 (a) 6 of the Compton City Charter, to hold a public hearing to consider requests to exempt the following positions from the Classified Service for a period not to exceed (6) months: Systems Coordinator – Water Department, Housing Eligibility Specialist II – Housing Department, Senior Planner – Planning and Economic Development Department at 7:48 p.m. was approved on the following vote on roll call:

AYES: Board Members - Anderson, Banks, Baker, Clark
NOES: Board Members - None
ABSENT: Board Members - Mitchell

AUDIENCE COMMENTS

Ms. Calhoun asked why Request Number 4 under "Request for Temporary Appointments" was pulled and in the Public Hearing, System Coordinator – Water Department was pulled, specifically wanting to know: How do you have a temporary appointment on the front, and although it was pulled, you wanted to have an exemption for the same position on the back page? She asked why the same position would be under both temporary and also exempt, unless that is why it was pulled. She acknowledged the staff does a lot of work but wondered if due diligence was not followed here.

Ms. Calhoun also stated if staff does make a mistake, since the manager is the last person to see the work and must approve it, no matter what it is, the manager must take the responsibility and not throw the staff underneath the bus. She mentioned specifically, at the last meeting, when she was talking about promotional lists, a manager should not throw the staff under the bus and say what the staff did not do at the last meeting. She said the manager had been present at the last meeting answering some of the questions at the same time Ms. Calhoun was there.

Ms. Bradford stated she read the minutes of the last Personnel Board meeting to the body of what occurred, and as she stated previously, if a mistake is made in the Personnel office, she will notify the Board of such an error. Furthermore, she clarified when she says "staff," "staff" means the entire department or herself. By saying "staff," she is not throwing anyone under the bus. It simply refers to the Department including herself. She read from the Minutes verbatim to review what happened at the last meeting but was never throwing anyone under the bus.

Ms. Calhoun returned to the podium and stated she did not expect a back-and-forth during Audience Comments. She felt if she had a comment which may concern anything on the platform, there is not give-and-take. It is only audience comments. Ms. Banks said Ms. Calhoun was correct and thanked her for making that comment.

Mr. Mike Chattomm, from the group presenting "Ban the Box," then addressed the Board regarding the "Ban the Box" presentation. He hoped by talking with the

Board, they would be able to engage in some process by which to eliminate the "Box" on the application.

In addition, Mr. Chattomm did not know the procedure that relates to the computer, but he asked to make sure that the information put on the application is the same thing the applicant can have back when he receives the application and reviews it. He hoped that people could get a copy of their application when they submit it. By giving the applicant a copy, they will be apples to apples and be prepared based on what they sent in.

In addition, Mr. Chattomm said he hoped the City would stay within the guidelines of seven to ten years for background information. He stated sometimes private employers go back over ten years seeing issues, but it is not supposed to go back over seven years, specifically talking about DUI's and felonies. And when applicants submit on a computer, he requested the applicant be able to make a copy of that application for their own records or in case something happens and the original cannot be found.

Ms. Bradford reminded the Board it needed to go back to vote on the Public Hearing Request to exempt the Housing Eligibility Specialist II – Housing Department and Senior Planner – Planning and Economic Development Department.

On motion by Anderson, seconded by Clark, Request to exempt Housing Eligibility Specialist II – Housing Department and Senior Planner – Planning and Economic Development Department from the Classified Service for a period not to exceed (6) months was approved on the following vote on roll call:

AYES: Board Members - Anderson, Banks, Baker, Clark
NOES: Board Members - None
ABSENT: Board Members - Mitchell

Ms. Banks invited audience comments again. Ms. Lynn Boone said she was a citizen and an employee, although non-working. She commented on the "Ban the Box" presentation. She said she lives in the community, and a lot of young men and women call her "Mom."

Specifically, Ms. Boone said she counseled one of her young friends to get his life together a few years ago. She supported him in these efforts by going to court with him on different cases. When he received community service, she asked General Service Director Robert Burnett if he would allow him to conduct community service in the City. He was given that opportunity. He served as custodian, and he found he enjoyed taking responsibility for something in his life, and he stayed in that position even after his time was up.

Then Ms. Boone helped him expunge his previous history. They had all of it handled except for one. Through a friend she found an attorney who helped him get another day in court to talk to the one judge who would not expunge his record.

They explained the responsibility the man had taken for his past actions, and the judge was impressed and expunged the last record.

This gentleman ended up being hired by the City and has since become a supervisor. Ms. Boone said there are other young men and women who can also change their lives like this if given the chance. And she asked the Board to consider taking the "Box" off the application because it would make a big difference for some people.

In addition, Ms. Boone said she appreciated the work the directors do, and she was confident citizens and employees also appreciate all the work they do; and some complaints really are not warranted.

Ms. Boone mentioned there were three positions at the CRA Department, and there was a resolution written where that department requested to hire someone who was going to handle all three of those positions, and they were going to be paid out of the money from a tax bond. She did not feel it was fair to the citizens when something is paid for twice. She said sometimes questions need to be asked to avoid duplication and other reasons. She recognized everyone is doing their best. Perhaps if no one was in the position, how would something get done. Because there is a consulting firm for this position, she is going to address this at a Council meeting because money is coming out of the tax allocated bond money that should not.

Lastly, Ms. Boone did not know if Ms. Calhoun had been speaking as a Council Member or as a citizen, but Ms. Boone felt the HR Director has so many responsibilities, that her not knowing about a specific item at a specific time is not fair. While Council Members vote on positions, they do not fill out applications to the Personnel office. So the HR Department is not aware of those positions or people in those positions. Ms. Boone said it is not fair to expect the HR Director to have a list of all the names.

She had asked on several occasions that the City Council read what they are going to vote on. It is not right, and that needs to be addressed. No one can remember everything but the Council needs to keep abreast of how money is being spent. Not all information is given to HR. She specifically cited a person who was brought in to perform the lighting in the City in 2007. This person never filled out an application, never went through a background check or fingerprint check, and now she is an Assistant City Manager. She felt this was wrong. She was not blaming the Board but putting this information out so questions can be asked because it is beneficial for the City.

PERSONNEL BOARD COMMENTS

Mr. Baker thanked the managers and directors who attended the meeting. He likes to hear from these managers and why they need these temporary positions. It is important to hear directly, and he hoped this is not the last time they will attend.

He said the Board does not know what is going on in the City like the managers do. It helps the Board a lot to make the determinations.

Ms. Banks thanked the audience members for their comments. She did not understand why certain comments were made and felt the attack was made on the HR Department. When something is said about your Department, you as a whole, and you are saying "staff," it includes yourself in most cases because that person is head of the department. So if that is the case and the manager is including herself in the statement, then she felt personally the comments were not an attack on the way the Director talked about staff.

Ms. Banks went on to say that she thinks the HR Director is doing an excellent job with all the work she has to do. Since Ms. Banks' tenure on the Board, with the classifications Ms. Bradford has had, working with the consultant to reclassify jobs, Ms. Banks is very proud of Ms. Bradford and thinks she is doing an excellent job. And Ms. Banks, working with the Compton Unified, agreed with Ms. Bradford on a lot of what she has done because bringing in this new applicant tracking system, which Ms. Bradford is working through to implement a new system, is very difficult.

As Ms. Banks works in HR, she recognizes it is very difficult to work with different people and personalities, managers, directors. Ms. Banks wanted Ms. Bradford to know that the Board really appreciates all her efforts and that she always does her best. She requested Ms. Bradford to bring back the information that was requested tonight.

Mr. Baker said he concurred with Ms. Banks.

CLOSED SESSION

ADJOURNMENT

On the motion by Baker, seconded by Clark, the Personnel Board agreed to adjourn the meeting by the following vote on roll call:

AYES: Board Members - Anderson, Banks, Baker, Clark
NOES: Board Members - None
ABSENT: Board Members - Mitchell

Meeting adjourned 8:09 p.m.

Respectfully submitted,

KAREEMAH BRADFORD
CLERK TO THE PERSONNEL BOARD
HUMAN RESOURCES DIRECTOR

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BARBARA BANKS
VICE CHAIRPERSON
PERSONNEL BOARD

Next Personnel Board Meeting, Special Meeting, Thursday, October 27, 2010, at
6:00 p.m. in the City Council Chambers.

PERSONNEL BOARD – CITY OF COMPTON
COUNCIL CHAMBERS – COMPTON CITY HALL
SPECIAL MEETING
OCTOBER 27, 2010

CALL TO ORDER

The Personnel Board of the City of Compton held a meeting on Wednesday, October 27, 2010, in the City Hall Council Chambers, located at 205 South Willowbrook Avenue, Compton, California. The meeting was called to order by Chairperson Margaret Mitchell at 6:13 p.m.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Ms. Anderson.

ROLL CALL

MEMBERS PRESENT: Charlene Anderson, Barbara Banks, Ernest Baker,
Douglas Clark, Margaret Mitchell

MEMBERS ABSENT: None

STAFF PRESENT: Ruth Rugley, Chief Deputy City Attorney,
Legal Advisor to the Board

Kareemah Bradford, Human Resources
Director, Clerk to the Personnel Board

CITY OFFICIALS PRESENT: None

NEW BUSINESS

1. Oral and Written Communications, Reports, and Requests
Examination Status Report

Ms. Bradford explained this was asked about at the previous meeting specifically relating to the Senior Planning position. She said the position was open for recruitment on July 6th and closed on July 16th. The oral examination is pending a response from the Director, who was not in attendance at tonight's meeting. At the last meeting it was discussed that the Director needs to respond.

Human Resources has e-mails from staff requesting the Director's feedback on this examination, but as of this meeting, Ms. Bradford did not have the information yet. When Human Resources receives that information, they can move forward with the process. She stated that Human Resources hoped to have this completed in November. The examination process is pending the Director's feedback.

UNFINISHED BUSINESS

Appeal Hearing – Charles Nelson Re: Suspension
Volume IV under separate cover

AUDIENCE COMMENTS (on agenda items only)

There were no audience comments.

PERSONNEL BOARD COMMENTS

Ms. Mitchell thanked legal counsel, Ms. Rugley, for her assistance throughout the hearing this evening and said she was very helpful.

CLOSED SESSION

Public Employee Discipline/Dismissal/Release
Pursuant to California Government Code Section 54957

There was no discussion for Closed Session.

ADJOURNMENT

On the motion by Baker, seconded by Clark, the Personnel Board adjourned the meeting at 7:29 p. m. by the following vote on roll call:

AYES: Board Members - Anderson, Banks, Baker, Clark, Mitchell
NOES: Board Members - None
ABSENT: Board Members - None

Respectfully submitted,

MARGARET MITCHELL, CHAIRPERSON
PERSONNEL BOARD

KAREEMAH BRADFORD
HUMAN RESOURCES DIRECTOR
CLERK TO THE PERSONNEL BOARD

Next Personnel Board Meeting, Special Meeting, Thursday, November 4, 2010, at 6:00 p.m. in the City Council Chambers.

PERSONNEL BOARD – CITY OF COMPTON
COUNCIL CHAMBERS – COMPTON CITY HALL
REGULAR MEETING
NOVEMBER 18, 2010

CALL TO ORDER

The Personnel Board of the City of Compton held a meeting on Thursday, November 18, 2010, in the City Hall Council Chambers, located at 205 South Willowbrook Avenue, Compton, California. The meeting was called to order by Chairperson Margaret Mitchell at 6:08 p.m.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Mr. Baker.

ROLL CALL

MEMBERS PRESENT: Charlene Anderson, Barbara Banks, Ernest Baker, Douglas Clark, Margaret Mitchell

MEMBERS ABSENT: None

STAFF PRESENT: Ruth Rugley, Chief Deputy City Attorney
Legal Advisor to the Board (Hearing)

Edward Chavez, Deputy City Attorney III
Legal Advisor to the Board (Meeting)

Kareemah Bradford, Human Resources
Director, Clerk to the Personnel Board

CITY OFFICIALS PRESENT: None

APPROVAL OF MINUTES OF PREVIOUS MEETING

October 21, 2010 – Regular Meeting

On motion by Banks, seconded by Anderson, approval of minutes for the October 21, 2010, Regular Meeting, was approved by the following vote on roll call:

AYES: Board Members - Anderson, Baker, Banks, Clark, Mitchell

NOES: Board Members - None

ABSENT: Board Members - None

October 27, 2010 - Special Meeting

#2.

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On motion by Anderson, seconded by Banks, approval of minutes for the October 27, 2010, Special Meeting, was approved by the following vote on roll call:

AYES: Board Members - Anderson, Baker, Banks, Clark, Mitchell
NOES: Board Members - None
ABSENT: Board Members - None

NEW BUSINESS

A. Report of Temporary Positions as of October 31, 2010

Ms. Bradford made two corrections on information the Board had. She stated the Accounting position should have read "N" for "not vacant" and the Maintenance Worker I position had an erroneous expiration date on the temporary appointment. It should have stated 12/13/10.

On motion by Banks, seconded by Baker, request to receive and file the Report of Temporary Positions as of October 31, 2010, was approved by the following vote on roll call:

AYES: Board Members - Anderson, Baker, Banks, Clark, Mitchell
NOES: Board Members - None
ABSENT: Board Members - None

B. Report of Exempt Positions as of October 31, 2010

On motion by Banks, seconded by Baker, request to receive and file the Report of Exempt Positions as of October 31, 2010 was approved by the following vote on roll call:

AYES: Board Members - Anderson, Baker, Banks, Clark, Mitchell
NOES: Board Members - None
ABSENT: Board Members - None

C. Approval of Proposed Eligible Lists

1. Parks Maintenance Worker I (Open-Competitive)

Ms. Bradford explained that there are five eligible candidates for this position.

On motion by Banks, seconded by Anderson, request to approve the proposed eligible list for Parks Maintenance Worker I (Open-Competitive) was approved by the following vote on roll call:

AYES: Board Members - Anderson, Baker, Banks, Clark, Mitchell
NOES: Board Members - None
ABSENT: Board Members - None

2. Director of Public Works/City Engineer (Open-Competitive)

Ms. Bradford stated five eligible candidates were on this list also.

On motion by Anderson, seconded by Banks, request to approve the proposed eligible list for Director of Public Works/City Engineer (Open-Competitive) was approved by the following vote on roll call:

AYES: Board Members - Anderson, Baker, Banks, Clark, Mitchell
NOES: Board Members - None
ABSENT: Board Members - None

3. Risk Manager (Promotional, Open-Competitive)

Mr. Clark asked specifically what the job duties entailed, and Ms. Bradford responded the position is in the City Attorney's office and is responsible for City safety and risk issues and workers' compensation claims.

On motion by Banks, seconded by Anderson, request to approve the proposed eligible list for Risk Manager (Promotional, Open-Competitive) was approved by the following vote on roll call:

AYES: Board Members - Anderson, Baker, Banks, Clark, Mitchell
NOES: Board Members - None
ABSENT: Board Members - None

4. Director of Parks and Recreation (Open-Competitive) pending no appeals

Ms. Bradford explained there are two candidates on the proposed eligible list. Mr. Baker asked why only two candidates were on the list. Ms. Bradford explained one candidate did not show up, and another did not pass.

Ms. Mitchell asked if it said pending no appeals because of the stage it was in, and Ms. Bradford said yes and explained that the list would not be issued if there were an appeal. In that case the list will be certified.

Ms. Banks asked since there are no pending appeals and only two candidates, if the department director was on board with it. Ms. Bradford said yes.

On motion by Banks, seconded by Anderson, request to approve the proposed eligible list for Risk Manager (Promotional, Open-Competitive) was approved by the following vote on roll call:

AYES: Board Members - Anderson, Baker, Banks, Clark, Mitchell
NOES: Board Members - None

ABSENT: Board Members - None

5. Senior Administrative Analyst (promotional, open-competitive)

Ms. Bradford explained the Promotional list has one candidate while the Open-Competitive has six. In this particular situation she said a vacancy exists in more than one department, and both appointing authorities advised HR that they did not want an eligible list. The person on the Promotional list is also on the Open-Competitive list.

Ms. Mitchell asked in that circumstance where one person is on both lists, if that person goes to the top of the list of candidates, and Ms. Bradford said in this particular case, that is the situation.

Mr. Baker asked what departments these positions were for, and Ms. Bradford said the current vacancy is in the Community Development Agency, and the other is the Water Department. The Departments requested not to have a list certified with fewer than three candidates.

Ms. Anderson confirmed that there were six candidates total, and Ms. Mitchell asked if the request was to certify the Open-Competitive list and not the Promotional. Ms. Bradford said it was at the Board's pleasure how to proceed.

Mr. Chavez clarified that it is within Personnel rules and regulations to provide the appointing authority, department heads, with the authority as to whether they want to see a Promotional list with fewer than three names, and it is at their discretion. He further explained the Board could move forward on the Open-Competitive list, but currently no department head has placed before the Board a request of fewer than three candidates. If the list had more than three, the appointing authority would not have that discretion.

Ms. Banks clarified again that the Promotional list has one candidate who is also on the Open-Competitive list and clarified that the person falls within the rankings and is not necessarily number one. Ms. Bradford said the ranking system also allows other people to have an opportunity as well and said the Board should not make a decision based on that.

Mr. Baker asked for clarification again, and Ms. Bradford explained, again, that the Promotional list candidate is also on the Open-Competitive list. Personnel rules require any candidate on the promotional list automatically be placed on the Open-Competitive list based on their ranking by score. So if that person scores fifth out of five on a test, they are ranked fifth.

Ms. Banks thought some of the Board Members were wondering why they would not approve both lists, and Ms. Bradford said that was at the pleasure of the Board.

Ms. Anderson confirmed there were two vacancies and six candidates. Ms. Bradford confirmed that and said the appointing authority will get the top of the names and can select from the top either one, two, or three.

Mr. Chavez said, when asked, if a motion was not made in this matter, the issue would be tabled. It would not move forward. Ms. Banks said she thought if the City needed the positions, she did not want to table it, but thought the hesitation by the Members was because some may be wondering why they could not approve both lists as the one candidate on Promotional is also on Open-Competitive and is ranked accordingly on that list.

On motion by Anderson, seconded by Baker, request to approve the proposed eligible list for Senior Administrative Analyst (Promotional, Open-Competitive) was approved by the following vote on roll call:

AYES: Board Members - Anderson, Baker, Banks, Clark, Mitchell
NOES: Board Members - None
ABSENT: Board Members - None

6. Grants Manager (Promotional, Open-Competitive) pending no appeals

Ms. Bradford explained this was a similar situation with one promotional candidate and four open-competitive candidates. The appointing authority requested that a list with fewer than three names not be approved, but this was at the pleasure of the Board.

Mr. Clark said he had a problem with this situation because it felt like discrimination, as it was saying: There is a promotional employee, who is in a promotional position, and he meets the requirements, yet now he has to compete with the Open-Competitive list from the outside world. It seemed unfair to him because it comes down to one candidate being on the promotional list who stays there until a need arises, and when it does, the list may not be valid because it has fewer than three candidates on it. So it could be the appointing authority does not want to interview this candidate for the position, so Mr. Clark thought it felt discriminatory on that level. He asked where HR considers the loyalty of a senior employee. He thought this system could destroy the loyalty that the City has for workers in these positions. He said he knew in the City there are quite a few people in promotional situations, but they have to go back to an open-eligibility list.

Ms. Bradford explained there had been controversy on what happens when the initial request for an eligible list has fewer than three names; that is the only gray area. However, she said the charter is clear, and the controversy starts when the list starts off with fewer than three names. Once the list is less than three, the appointing authority has the ability to not have to take the list.

If the Board approved the list, it would be certified and there is legal opinion requested from the Attorney's office, and Personnel does not give any appointing

authorities the name of any other candidates, as Mr. Clark was saying, to prevent discrimination. The charter says the names are not certified, so they are not entitled to know who the individuals are. But it is at the pleasure of the Board.

Mr. Chavez clarified that the rules and regulations are established because when employees work for a public entity, there is always possibility that appointments can be made for reasons other than merit or fitness. So the Personnel rules and regulations are designed to keep politics out and let the evaluations be solely based on merit and fitness. The rules were designed originally so that enough promotional candidates, assuming they qualify for the test, passed the exam. If you had more than three, the appointing power would then be able to choose among the top three for those who came out as demonstrating the most merit. The rules are trying to limit a situation to where it is fewer than three that demonstrate merit or fitness. But at the same time, the rules do set forth a preference to promotional candidates, so there is a balance to be taken in terms of merit, the number of candidates, and it goes to someone who has established long-term service. He said Mr. Clark brought a valid area of discussion.

On motion by Anderson, seconded by Banks, request to approve the proposed eligible list for Grants Manager (Promotional, Open-Competitive) pending no appeals was approved by the following vote on roll call:

AYES: Board Members - Anderson, Baker, Banks, Clark, Mitchell
NOES: Board Members - None
ABSENT: Board Members - None

D. Extension of Eligible Lists

1. Deputy City Controller – (1st extension, promotional, 2 eligible candidates)

Item was pulled.

2. Emergency Management Coordinator – (1st extension, Open-Competitive, 2 eligible candidates)

On motion by Banks, seconded by Baker, request to approve the proposed eligible list for Grants Manager (Promotional, Open-Competitive) pending no appeals was approved by the following vote on roll call:

AYES: Board Members - Anderson, Baker, Banks, Clark, Mitchell
NOES: Board Members - None
ABSENT: Board Members - None

PUBLIC HEARING – 6:39 p.m.

The Personnel Board, pursuant to Sections 1010 and 1103 of the Compton City Charter, will consider proposed amendments to the Position Classification Plan:

Proposed revised classification specifications

Crime Analyst
Emergency Communications Operator I
Emergency Communications Operator II
Jailer
Police Legal Advisor
Police Officer
Police Records Division Supervisor
Police Records Technician
Communications Supervisor
Building and Permit Technician

Proposed new classification specifications

Evidence Specialist
Police Recruit
Support Services Manager

On motion by Baker, seconded by Clark, to open the public hearing, pursuant to section 1010 and 1103 of the Compton City Charter, to hold a public hearing to consider requests to exempt the following positions from the Classified Service for a period not to exceed (6) months: for proposed revised classification specifications, Crime Analyst, Emergency Communications Operator I, Emergency Communications Operator II, Jailer, Police Legal Advisor, Police Officer, Police Records Division Supervisor, Police Records Technician Communications Supervisor, Building and Permit Technician; for proposed new classification specifications, Evidence Specialist, Police Recruit, Support Services Manager was approved on the following vote on roll call:

AYES: Board Members - Anderson, Banks, Baker, Clark, Mitchell
NOES: Board Members - None
ABSENT: Board Members - None

Ms. Bradford explained since the City Council has voted to re-establish the Police Department, many of the positions from ten or eleven years ago had not been filled, or possibly new positions were created to accommodate. She also suggested that the Emergency Communications Operator positions did not require the word "Emergency" in the titles. That had been a recommendation by the consultant, but HR is recommending "Communications Operator I" and "Communications Operator II."

In addition, Ms. Bradford explained positions are being upgraded, like Police Officer and Police Records Technician, Communication Supervisor, and one within the Building and Safety Department. There was a classification that a position needs to be filled and updated.

Ms. Mitchell asked if she could see the previous description to the positions that existed already. She said usually when the Board sees existing positions and there are revisions, the Board Members have a previous description to compare the changes. It is easier to understand the new positions if the old descriptions are available to see what changes were made and make a comparison.

Ms. Bradford offered to pull that information up and bring it to the December 9th Special meeting.

Ms. Anderson seconded Ms. Mitchell's concern and said she would appreciate the item being pulled because the department is being re-established after being closed for ten years, and she would like to see a little detail via comparisons.

These revised classifications were pulled until the next meeting on December 9th.

As for the new classification specifications, no one in the audience chose to speak on these positions.

On motion by Banks, seconded by Clark, to close the public hearing pursuant to section 1010 and 1103 of the Compton City Charter, to hold a public hearing to consider requests to exempt the following positions from the Classified Service for a period not to exceed (6) months: for proposed revised classification specifications, Crime Analyst, Emergency Communications Operator I, Emergency Communications Operator II, Jailer, Police Legal Advisor, Police Officer, Police Records Division Supervisor, Police Records Technician Communications Supervisor, Building and Permit Technician; Proposed new classification specifications, Evidence Specialist, Police Recruit, Support Services Manager was approved at 6:45 p.m. on the following vote on roll call:

AYES: Board Members - Anderson, Banks, Baker, Clark, Mitchell
NOES: Board Members - None
ABSENT: Board Members - None

In reviewing the proposed new classification specifications, Mr. Clark had a question regarding Evidence Specialist. He said he had never heard of that title. He explained evidence goes to the Evidence File Coordinator, and he wanted more information on that before he could approve that. He said that position title was unheard of, and he did not know who created that position. He had concerns about both the title and the description of the duties.

Ms. Mitchell asked Ms. Bradford to try to clarify to address Mr. Clark's concerns. Ms. Bradford said Personnel could come up with different titles specifically related

to the duties that were listed at the time. Ms. Mitchell asked if the positions came from the same consulting firm, and Ms. Bradford said yes. Ms. Bradford believed the title is equivalent to other cities where they use titles such as possibly "Property Officer." Some new titles do not assume crime analyst, but some would be a Crime Analyst I or II depending on the agency and/or what part of the country it is in. She said if the Board is not comfortable, Personnel can come back with different titles in the proposal along with specific duties.

Mr. Clark, when asked by Ms. Mitchell, said his concern goes beyond the title. He wanted to know exactly what this is. In his experience whenever evidence was recorded, officers took the evidence to the locker which was governed by a police officer or someone hired by the Police Department to handle just strictly the evidence. This made it easy for court proceedings when people had to sign it out to particular officers. He felt he was unsure of the title because he had never heard of it. He asked Mr. Baker, who is a retired police officer, and he said he had not heard of that title either. Mr. Clark again stated he wanted to find out where this particular position came from and why it is called "Evidence Specialist." He felt the title "Specialist" means the person has a degree in what he does in order to do the job. He thought this position calls for a store owner in effect and did not think calling it "Specialist" was accurate.

Ms. Anderson asked if new positions came from the classification study that was done. Ms. Bradford answered some particular police positions came from a consultant, and for this particular position the title recommendation came from the consultant, based on duties Personnel was looking for in some agencies.

Mr. Clark said there were a lot of agencies that are not using one person for everything. They are hired by the position but use sworn personnel in the public safety area. If you look at duties, they receive and compile property from officers, release records, deliver evidence to court to testify to chain of evidence. So that would be with a crime lab.

If the City has a crime lab, Personnel can work on it, and it could be a sworn person, and the City can go back and look at titles and make the title more palatable, but these two duties in the proposal are by sworn personnel.

Mr. Baker said by reading the responsibilities, although he has been retired for five years now, he thought this title would basically come under the work of a Property Officer booking evidence or by the officers, or be limited. He expected a more proper up-to-date name such as Property Officer and also be sworn.

Ms. Anderson asked if there had been research done in regards to other Police Departments from other locations that may have this position, as she wanted employees to be as marketable as possible. She noted sometimes that becomes an issue if the title is out there or not. Ms. Bradford said Personnel did do research, but Personnel can bring more information back to the Board along with the samples

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of other jurisdictions that have similar functions. Again, she stated Personnel can come up with different titles.

Ms. Anderson said she is questioning the title itself because if this title now falls under what the current position holds and current duties, she wanted to know if this is something that is more up-to-date and if it is going to put employees in the mainstream and make them more competitive. She thought they can consider keeping that title based on the information Personnel is able to give later.

Ms. Bradford said she will bring this back to the Board so the Members are comfortable that it is a marketable job title in the current market for this type of position.

Ms. Banks added that, though she is not in law enforcement, when the consultant gave the presentation to the City before they created job classifications, they did studies with other agencies. Evidence Specialist may not have been a title recognized by some law enforcement, but the consultant presented that they studied other agencies, and the market has now acceptable titles such as "Assistant," "Specialist," and "technician." She thought, in her opinion, in reading the job classifications that it fit the primary duties.

Ms. Mitchell said that almost any field has certain words or titles that are descriptive of something people may not be familiar with. So being in the field would be the Board's concern. She said she is not well versed in the legal field, but the field may well have its own jargon, and she would not be aware of what the most current title would be.

Mr. Baker said he was not disputing the title itself. He said he wanted more information on the job description and duties.

Ms. Mitchell asked Ms. Bradford to go back and get some additional information to the Board so Members could make a better decision.

Ms. Mitchell then asked for clarification on the next position, Police Recruit and what the difference was between Police Officer and Police Recruit. Ms. Bradford explained the Police Officer is more so for a lateral position while the recruit would have to go to the academy.

On motion by Banks, seconded by Baker, request to approve the proposed new classification specifications for Police Recruit was approved by the following vote on roll call:

AYES:	Board Members - Anderson, Baker, Banks, Clark, Mitchell
NOES:	Board Members - None
ABSENT:	Board Members - None

On motion by Baker, seconded by Anderson, request to approve the proposed new classification specifications for Support Services Manager was approved by the following vote on roll call:

AYES: Board Members - Anderson, Baker, Banks, Clark, Mitchell
NOES: Board Members - None
ABSENT: Board Members - None

PUBLIC HEARING – 7:02 p.m.

The Personnel Board, pursuant to Sections 1101 (a) 6 of the Compton City Charter will hold public hearings to consider requests to exempt the following positions from the Classified Service for a period not to exceed (6) months:

Water Serviceworker II – Water Department

On motion by Banks, seconded by Anderson, to open the public hearing, pursuant to section 1101 (a) 6 of the Compton City Charter, to hold a public hearing to consider requests to exempt the following positions from the Classified Service for a period not to exceed (6) months: Water Service Worker II - Water Department was approved on the following roll call:

AYES: Board Members - Anderson, Banks, Baker, Clark, Mitchell
NOES: Board Members - None
ABSENT: Board Members - None

Mr. Kambiz Shoghi, General Manager of the Water Department, addressed the Board on this item. He asked for the exemption for this position and explained that the position is currently occupied by a person who moved from Grade 1 to Grade 2. He has many years of experience and certification, and he is able to supervise Grade 1 workers who currently work in the department.

Ms. Bradford explained there is open recruitment for this, but several employees that were going to be taking the test for Grade 1 or 2 in September were delayed because of the State budget. That is why the position has not been opened for recruitment. There is more than one vacancy, and she wanted to make sure there were enough internal candidates and that they have an opportunity because of the State delay.

Mr. Shoghi added the test is next scheduled for the end of January.

On motion by Banks, seconded by Baker, to close the public hearing, pursuant to section 1101 (a) 6 of the Compton City Charter, to hold a public hearing to consider requests to exempt the following positions from the Classified Service for a period not to exceed (6) months: Water Service Worker II - Water Department was approved at 7:09 p.m. on the following roll call:

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AYES: Board Members - Anderson, Banks, Baker, Clark, Mitchell
NOES: Board Members - None
ABSENT: Board Members - None

Ms. Mitchell asked Ms. Bradford about the delay in Waterservice Worker II, and Ms. Bradford explained the governing agency for test distribution is given by an outside agency, and it only assesses twice a year, but due to budget cuts, they did not do the testing. The test got delayed. There are individuals who would have been testing to get licensed, but they have had to wait for this January test.

On motion by Anderson, seconded by Banks, request to exempt the following positions from the Classified Service for a period not to exceed (6) months: Water Serviceworker II – Water Department, was approved by the following vote on roll call:

AYES: Board Members - Anderson, Baker, Banks, Clark, Mitchell
NOES: Board Members - None
ABSENT: Board Members - None

UNFINISHED BUSINESS

Appeal Hearing – Charles Nelson, re: Suspension
Testimony of Rico Smith

Volume V Transcript is under separate cover.

AUDIENCE COMMENTS - Agenda Items

There were no audience comments.

PERSONNEL BOARD COMMENTS

There we no Personnel Board comments.

CLOSED SESSION

There was no discussion for closed session.

ADJOURNMENT

On motion by Baker, seconded by Clark, the Personnel Board adjourned the meeting at 8:47 p. m. by the following vote on roll call:

AYES: Board Members - Anderson, Banks, Baker, Clark, Mitchell
NOES: Board Members - None
ABSENT: Board Members - None

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Respectfully submitted,

KAREEMAH BRADFORD
CLERK TO THE PERSONNEL BOARD
HUMAN RESOURCES DIRECTOR

MARGARET MITCHELL
CHAIRPERSON
PERSONNEL BOARD

Next Personnel Board Meeting, Special Meeting, Thursday, December 9, 2010, at
6:00 p.m. in the City Council Chambers.

WARRANTS APPROVED BY COUNCIL

<u>Warrant #</u>	<u>Date</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>
195285	12/23/10	Veracity Wireless Inc.	Annual GPS tracking services	\$12,574.80

Requested by: Public Works

I hereby certify that the above demand in the amount of \$12,574.80 was approved at a regular meeting of the City Council and reject _____ as of January 4, 2011.

Council Member

Council Member

City Manager

I hereby certify that the Finance Committee at a regular meeting of the City Council on January 4, 2011 allowed the above demand.

Alita Godwin
City Clerk

WARRANTS APPROVED BY COUNCIL

<u>Warrant #</u>	<u>Date</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>
195310	12/23/10	Willie Forge	Operation of snack shop at golf course for fiscal year	\$10,500.00

Requested by: Recreation

I hereby certify that the above demand in the amount of \$10,500.00 was approved at a regular meeting of the City Council and reject _____ as of January 4, 2010.

Council Member

Council Member

City Manager

I hereby certify that the Finance Committee at a regular meeting of the City Council on January 4, 2010 allowed the above demand.

Alita Godwin
City Clerk

