

PERSONNEL BOARD OF MONTEREY PARK AGENDA

REGULAR MEETING
Monterey Park City Hall Council Chambers
320 West Newmark Avenue, Monterey Park, CA 91754

Wednesday
June 14, 2017
7:00 PM

MISSION STATEMENT

**The mission of the City of Monterey Park is to provide excellent services
to enhance the quality of life for our entire community.**

Documents related to an Agenda item are available to the public in the Human Resources Department located at 320 West Newmark Avenue, Monterey Park, CA 91754, during normal business hours and the City's website at www.montereypark.ca.gov.

PUBLIC COMMENTS ON AGENDA ITEMS

You may speak up to 5 minutes on Agenda item. You may combine up to 2 minutes of time with another person's speaking. No person may speak more than a total of 10 minutes. The Commission Chair and Commissioners may change the amount of time allowed for speakers.

Per the Americans with Disabilities Act, if you need special assistance to participate in this meeting please call City Hall at (626) 307-1334 for reasonable accommodation at least 24 hours before a meeting. Council Chambers are wheelchair accessible.

CALL TO ORDER

Chairperson

FLAG SALUTE

ROLL CALL

Yoko Igawa, Liane Kwan, Pauline Lemire, Frank Robles, Greg Verbeck

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTIONS

PUBLIC COMMUNICATIONS (Related to Items NOT on the Agenda). While all comments are welcome, the Brown Act does not allow the Commission to take action on any item not on the agenda. The Commission may briefly respond to comments after Public Communications is closed. Persons may, in addition to any other matter within the Commission's subject-matter jurisdiction, comment on Agenda Items at this time. If you provide public comment on a specific Agenda item at this time, however, you cannot later provide comments at the time the Agenda Item is considered.

ORAL AND WRITTEN COMMUNICATIONS

[1.] PRESENTATIONS - None.

[2.] CONSENT CALENDAR

2-A. Approval of Minutes

It is recommended that the Personnel Board:

- (2) Approve minutes from the May 10, 2017 meeting; and
- (3) Take such additional, related, action that may be desirable.

[3.] PUBLIC HEARING – None.

[4.] OLD BUSINESS – None.

[5.] NEW BUSINESS

**5-A. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE, PURSUANT TO
CALIFORNIA GOVERNMENT CODE SECTION 54957
PERSONNEL BOARD TO HEAR THE APPEAL OF DISCIPLINE BROUGHT BY CITY
EMPLOYEE.**

[6.] PERSONNEL BOARD COMMUNICATIONS AND MATTERS

ADJOURN



Personnel Board Staff Report

DATE: June 14, 2017

AGENDA ITEM NO: 2-A

TO: Members of the Personnel Board
FROM: Tom Cody, Director of Human Resources and Risk Management
SUBJECT: Personnel Board Minutes

RECOMMENDATION:

It is recommended that the Personnel Board:

1. Approve the minutes from the regular meeting of May 10, 2017; and
2. Take such additional, related action that may be desirable.

EXECUTIVE SUMMARY:

None.

BACKGROUND:

None.

FISCAL IMPACT:

None.

Respectfully submitted by:

A blue ink signature of Tom Cody is written over a horizontal line.

Tom Cody
Director of Human Resources
and Risk Management

ATTACHMENT

1. May 10, 2017 Regular Meeting Minutes

ATTACHMENT 1
May 10, 2017 Regular Meeting Minutes

**MINUTES
MONTEREY PARK PERSONNEL BOARD
REGULAR MEETING
MAY 10, 2017**

The Personnel Board of the City of Monterey Park held a Regular Meeting of the Board in the Council Chambers located at 320 West Newmark Avenue in the City of Monterey Park, Wednesday, May 10, 2017 at 7:00 p.m.

CALL TO ORDER:

Chairperson Greg Verbeck called the meeting to order at 7:05 p.m.

FLAG SALUTE:

Human Resources Technician Lisa Ung led the flag salute.

ROLL CALL:

Director of Human Resources & Risk Management Tom Cody called the roll:

Board Members Present: Yoko Igawa, Liane Kwan, Pauline Lemire, Frank Robles, Greg Verbeck

Board Members Absent: None

ALSO PRESENT: None

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTIONS

None.

ORAL AND WRITTEN COMMUNICATIONS

None.

1. PRESENTATION

None.

2. CONSENT CALENDAR

2A. APPROVAL OF MINUTES

Action Taken: The Personnel Board reviewed the April 12, 2017 minutes. The minutes have been approved as presented.

Motion: Board Member Yoko Igawa moved to approve the April 12, 2017 minutes and Board Member Frank Robles seconded, motion carried by the following vote:

Ayes:	Board Members:	Igawa, Kwan, Lemire, Robles, Verbeck
Noes:	Board Members:	None
Absent:	Board Members:	None
Abstain:	Board Members:	None

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3. **PUBLIC HEARING**

None.

4. **OLD BUSINESS**

None.

5. **NEW BUSINESS**

5A. APPROVAL OF CHIEF CITY CLERK CLASS SPECIFICATION

The current classification of Deputy City Clerk, under the direction of the City Manager and the elected, ceremonial City Clerk, is responsible for the daily day-to-day operations of the office, supervises and evaluates staff, generates and manages the department's \$500,000 budget as well as all the services the department functions. The Deputy City Clerk classification is currently a mid-level manager represented by the Mid-Management Association, one of the City's eight employees associations.

It is recommended a Department Head-level (unrepresented) classification be created for our City Clerk's Office. The new Chief City Clerk classification exercises full responsibility and accountability for all functions and operations, personnel and the long-range planning of the City Clerk's Office in conjunction with the oversight of the elected City Clerk and City Manager. These duties are consistent with those positions in the other surveyed cities.

Action Taken: The Personnel Board approved the recommended request to add the Chief City Clerk class specification with the amendments.

Motion: Board Member Pauline Lemire moved to add the Chief City Clerk class specification with the amendments and Board Member Liane Kwan seconded, motion carried by the following vote:

Ayes:	Board Members:	Igawa, Kwan, Lemire, Robles, Verbeck
Noes:	Board Members:	None
Absent:	Board Members:	None
Abstain:	Board Members:	None

5B. VACANCY AND RECRUITMENT REPORT

Monthly report of the City's recent hires, recruitment progress, and current and future openings.

Action Taken: Received and file.

5C. 2016 PERSONNEL BOARD ATTENDANCE RECORD

The Personnel Board reviewed the 2017 attendance record.

Action Taken: Received and file.

6. **PERSONNEL BOARD COMMUNICATIONS AND MATTERS**
None.

ADJOURNMENT

There being no further business for consideration, the meeting was adjourned at 8:40 p.m.

Tom Cody
Director of Human Resources & Risk Management