

**PERSONNEL BOARD OF MONTEREY PARK
AGENDA**

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

**Wednesday
August 9, 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 July 12, 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: August 9, 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 July 12, 2017; and
2. Take such additional, related action that may be desirable.

EXECUTIVE SUMMARY:

None.

BACKGROUND:

None.

FISCAL IMPACT:

None.

Respectfully submitted by:


Tom Cody

Director of Human Resources
and Risk Management

ATTACHMENT

1. July 12, 2017 Regular Meeting Minutes

ATTACHMENT 1
July 12, 2017 Regular Meeting Minutes

**MINUTES
MONTEREY PARK PERSONNEL BOARD
REGULAR MEETING
JULY 12, 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, July 12, 2017 at 7:00 p.m.

CALL TO ORDER:

Chairperson Greg Verbeck called the meeting to order at 7:01 p.m.

FLAG SALUTE:

Board member Yoko Igawa 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, Greg Verbeck

Board Members Absent: Frank Robles,

ALSO PRESENT: Director of Community & Economic Development Michael Huntley

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 June 14, 2017 minutes. The minutes have been approved with the changed to the location listed on the Minutes from Council Chambers to Community Room.

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Motion: Board Member Pauline Lemire moved to approve the June 14, 2017 minutes with the revised change and Board Member Liane Kwan seconded, motion carried by the following vote:

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

3. **PUBLIC HEARING**

None.

4. **OLD BUSINESS**

None.

5. **NEW BUSINESS**

5A. **APPROVAL OF THE ECONOMIC DEVELOPMENT PROJECT MANAGER CLASS SPECIFICATION**

Discussion: The City Council authorized the addition of an economic development position for the Community and Economic Development Department. The City Council determined that it was in the best interest of the organization to add a second position to the Economic Development Division. Since the dissolution of redevelopment agencies by the State of California in 2011, the City has had only one position in the Department that is specifically devoted to economic development programs and activities. Since economic growth is such a critical component for the financial well being of the organization, a second economic development position was added to the Table of Organization.

This item was heard before Oral and Written Communication.

Action Taken: The Personnel Board approved the recommended request to create an Economic Development Project Manager classification.

Motion: Board Member Yoko Igawa moved to create an Economic Development Project Manager classification and Board Member Pauline Lemire seconded, motion carried by the following vote:

Ayes:	Board Members:	Igawa, Kwan, Lemire, Verbeck
Noes:	Board Members:	None
Absent:	Board Members:	Robles
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. 2017 PERSONNEL BOARD ATTENDANCE RECORD

The Personnel Board reviewed the 2017 attendance record.

Action Taken: Received and file.

6. PERSONNEL BOARD COMMUNICATIONS AND MATTERS

Director Tom Cody and the Personnel Board discussed details regarding the continuation of the Personnel Board hearing being held at the next meeting.

ADJOURNMENT

There being no further business for consideration, the meeting was adjourned at 8:05 p.m.

Tom Cody
Director of Human Resources & Risk Management