

**PERSONNEL BOARD OF MONTEREY PARK
AGENDA**

**REGULAR MEETING
Monterey Park City Hall Community Room
320 West Newmark Avenue, Monterey Park, CA 91754**

**Wednesday
February 13, 2019
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

Harvey Chin, Liane Kwan, Pauline Lemire, Gustavo Reynoso, 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:

- (1) Approve minutes from the November 14, 2018 meeting; and
- (2) Take such additional, related, action that may be desirable.

[3.] PUBLIC HEARING

3-A. Pursuant to the Monterey Park Personnel Rules & Regulations, Section 7 – Investigations and Hearings, on November 14, 2018 the Personnel Board agreed to consider a grievance brought by Service Employees International Union Local 721 on behalf of Mr. Jose Rodriguez regarding recruitment for the Park Maintenance Crew Leader position.

It is recommended that the Personnel Board consider:

1. Opening the public hearing to receive written and testimonial evidence regarding the grievance;
2. After considering the evidence, determine whether a redress of the grievance is appropriate;
3. If redress is appropriate, provide direction to the Personnel Board counsel regarding preparing written findings and recommendations to the City Manager;
4. If redress is unnecessary, direct the Human Resources Director to give notice of the Personnel Board's determination; and
5. Take such additional, related, action that may be appropriate.

[4.] OLD BUSINESS – None.

[5.] NEW BUSINESS – None.

[6.] PERSONNEL BOARD COMMUNICATIONS AND MATTERS

ADJOURN



Personnel Board Staff Report

DATE: February 13, 2019

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 November 14, 2018; and
2. Take such additional, related action that may be desirable.

EXECUTIVE SUMMARY:

None.


BACKGROUND:

None.

FISCAL IMPACT:

None.

Respectfully submitted by:

 for Tom Cody

Tom Cody
Director of Human Resources
and Risk Management

ATTACHMENT

1. November 14, 2018 Regular Meeting Minutes

ATTACHMENT 1

November 14, 2018 Regular Meeting Minutes

**MINUTES
MONTEREY PARK PERSONNEL BOARD
REGULAR MEETING
NOVEMBER 14, 2018**

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, November 14, 2018 at 7:00 p.m.

CALL TO ORDER:

Chairperson Greg Verbeck called the meeting to order at 7:04 p.m.

FLAG SALUTE:

Board member Harvey Chin led the flag salute.

ROLL CALL:

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

Board Members Present: Harvey Chin, Liane Kwan, Pauline Lemire, Gustavo Reynoso,
Greg Verbeck

Board Members Absent: None

ALSO PRESENT: Assistant City Attorney Karl Berger, Liebert Cassidy Whitmore Attorney James Oldendorph, SEIU 721 Senior Labor Rep Lisa Pompa and Park Maintenance Worker Jose Rodriguez.

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTIONS

Change to agenda item 5A. A memorandum was provided by Assistant City Attorney Karl Berger for agenda item 5A

ORAL AND WRITTEN COMMUNICATIONS

1. **PRESENTATION**

None.

2. **CONSENT CALENDAR**

2A. APPROVAL OF MINUTES

Action Taken: The Personnel Board reviewed the August 8, 2018, minutes. The minutes have been approved with a modification to the discussion portion of agenda item 5A, elaborating the necessity of the Information Systems Specialist position not just for the past and present but also for the future.

Motion: Board Member Gustavo Reynoso moved to approve the August, 8, 2018 minutes with the suggested modifications and Board Member Harvey Chin seconded, motion carried by the following vote:

Ayes: Board Members: Chin, Kwan, Lemire, Reynoso, Verbeck
Noes: Board Members: None
Absent: Board Members: None
Abstain: Board Members: None

3. **PUBLIC HEARING**

None.

4. **OLD BUSINESS**

None.

5. **NEW BUSINESS**

5A. **PURSUANT TO THE MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF MONTEREY PARK AND SERVICE EMPLOYEES INTERNATIONAL UNION LOCAL 721, PERSONNEL BOARD TO HEAR THE GRIEVANCE BROUGHT BY CITY EMPLOYEE**

Discussion: The agenda posted for the November 14, 2018 Personnel Board meeting, does not list a public hearing and does not otherwise comply with the posting requirements of either the Personnel Rules or the MOU, therefore, a public hearing was not held. A review of the Monterey Park Municipal Code (“MPMC”), the Personnel Rules and Regulations (adopted May 7, 2009) and the 2017 Memorandum of Understanding between the City and SEIU shows that the Personnel Board may take one of three actions in response to the grievance: (a) investigate the grievance; (b) schedule a public hearing to receive evidence regarding the grievance; or (c) take no action.

Action Taken: The Personnel Board unanimously agreed to schedule a public hearing to receive evidence regarding the grievance.

Motion: Board Member Gustavo Reynoso moved to hold a Public Hearing regarding the grievance brought to their attention by City Employee Jose Rodriguez and Board Member Liane Kwan seconded, motion carried by the following vote:

Ayes: Board Members: Chin, Kwan, Lemire, Reynoso, Verbeck
Noes: Board Members: None
Absent: Board Members: None
Abstain: Board Members: None

6. **PERSONNEL BOARD COMMUNICATIONS AND MATTERS**

None.

ADJOURNMENT

There being no further business for consideration, the meeting was adjourned at 7:45 p.m.

Tom Cody
Director of Human Resources & Risk Management