

MINUTES

Wednesday, February 17, 2021

City of Huntington Beach PERSONNEL COMMISSION

5:30 PM – Zoom
Virtual Location

CALL TO ORDER

Travis Hopkins called the meeting to order at 5:34 PM.

PLEDGE OF ALLEGIENCE

ROLL CALL

Commissioners present: Katherine Elford, Patricia Quintana, George Rivera, Cindy Vellucci, Robert Wentzel

Human Resources Department Staff:

Travis Hopkins, Assistant City Manager
John Clark, Interim Director of Administrative Services
Brittany Mello, Deputy Director of Administrative Services
Patricia Albers, Senior Personnel Analyst
Sandy Henderson, Senior Personnel Analyst
Teresa De Coite, Administrative Assistant

City Staff present:

Mike Posey, Councilmember
Mike Vigliotta, Assistant City Attorney
Scott Haberle, Fire Chief
Tim Andre, Fire Division Chief
Robin Estanislau, City Clerk
Chris Slama, Director of Community & Library Services

PUBLIC COMMENTS

None

PRESENTATIONS

RECOGNITION OF WILLIAM BLAIR FOR HIS SERVICE TO THE COMMISSION

SWEARING IN OF NEW COMMISSIONERS**NOMINATIONS AND ELECTION OF CHAIR AND VICE CHAIR**

A motion was made by Commissioner Vellucci, second by Elford to nominate Commissioner Wentzel as Chair of the Personnel Commission.

VOTE: The motion was carried
AYES: 5 (Elford, Quintana, Rivera, Vellucci, Wentzel)
NOES: 0
ABSENT: 0
ABSTAIN: 0

A motion was made by Commissioner Vellucci, second by Elford to nominate Commissioner Rivera as Vice-Chair of the Personnel Commission.

VOTE: The motion was carried
AYES: 5 (Elford, Quintana, Rivera, Vellucci, Wentzel)
NOES: 0
ABSENT: 0
ABSTAIN: 0

BROWN ACT OVERVIEW**CONSENT CALENDAR****APPROVAL OF MINUTES**

21-154 Commissioner Wentzel requested to pull the minutes for discussion

21-155 Approve the revisions to the job class specification of **Deputy City Clerk** in the City Clerk's Office, updating the City's Classification Plan.

A motion was made by Rivera, second by Wentzel to approve the new job class classification as presented.

VOTE: The motion was carried
AYES: 5 (Elford, Quintana, Rivera, Vellucci, Wentzel)
NOES: 0
ABSENT: 0
ABSTAIN: 0

21-156 Approve the revisions to the job class specification of **Senior Deputy City Clerk** in the City Clerk's Office, updating the City's Classification Plan.

A motion was made by Rivera, second by Wentzel to approve the new job class classification as presented.

VOTE: The motion was carried
AYES: 5 (Elford, Quintana, Rivera, Vellucci, Wentzel)
NOES: 0
ABSENT: 0
ABSTAIN: 0

21-151 Approve the revisions to the job class specification of **Fire Safety Program Specialist** in the Fire Department, updating the City's Classification Plan.

A motion was made by Rivera, second by Wentzel to approve the new job class classification as presented.

VOTE: The motion was carried
AYES: 5 (Elford, Quintana, Rivera, Vellucci, Wentzel)
NOES: 0
ABSENT: 0
ABSTAIN: 0

21-152 Approve the revisions to the job class specification of **Fire Prevention Inspector** in the Fire Department, updating the City's Classification Plan.

A motion was made by Rivera, second by Wentzel to approve the new job class classification as presented.

VOTE: The motion was carried
AYES: 5 (Elford, Quintana, Rivera, Vellucci, Wentzel)
NOES: 0
ABSENT: 0
ABSTAIN: 0

21-150 Approve the revisions to the job class specification of **Fire Protection Analyst** in the Fire Department, updating the City's Classification Plan.

A motion was made by Rivera, second by Wentzel to approve the new job class classification as presented.

VOTE: The motion was carried
AYES: 5 (Elford, Quintana, Rivera, Vellucci, Wentzel)
NOES: 0
ABSENT: 0
ABSTAIN: 0

21-146 Approve the revisions to the job class specification of **Parking and Camping Crewleader** in the Community and Library Services Department, updating the City's Classification Plan.

A motion was made by Rivera, second by Wentzel to approve the new job class classification as presented.

VOTE: The motion was carried
AYES: 5 (Elford, Quintana, Rivera, Vellucci, Wentzel)
NOES: 0
ABSENT: 0
ABSTAIN: 0

21-145 Approve the revisions to the job class specification of **Parking and Camping Facility Supervisor** in the Community and Library Services Department, updating the City's Classification Plan.

A motion was made by Rivera, second by Wentzel to approve the new job class classification as presented.

VOTE: The motion was carried
AYES: 5 (Elford, Quintana, Rivera, Vellucci, Wentzel)
NOES: 0
ABSENT: 0
ABSTAIN: 0

21-147 Approve the revisions to the job class specification of **Community Services Recreation Supervisor** in the Community and Library Services Department, updating the City's Classification Plan.

A motion was made by Rivera, second by Wentzel to approve the new job class classification as presented.

VOTE: The motion was carried
AYES: 5 (Elford, Quintana, Rivera, Vellucci, Wentzel)
NOES: 0

ABSENT: 0

ABSTAIN: 0

21-149 Approve the revisions to the job class specification of **Senior Librarian** in the Community and Library Services Department, updating the City's Classification Plan.

A motion was made by Rivera, second by Wentzel to approve the new job class classification as presented.

VOTE: The motion was carried

AYES: 5 (Elford, Quintana, Rivera, Vellucci, Wentzel)

NOES: 0

ABSENT: 0

ABSTAIN: 0

21-148 Approve the revisions to the job class specification of **Community Services Manager** in the Community and Library Services Department, updating the City's Classification Plan.

A motion was made by Rivera, second by Wentzel to approve the new job class classification as presented.

VOTE: The motion was carried

AYES: 5 (Elford, Quintana, Rivera, Vellucci, Wentzel)

NOES: 0

ABSENT: 0

ABSTAIN: 0

PUBLIC HEARING ITEMS

21-154 Commissioner Wentzel made the recommendation to the minutes that both "Aye" and "No" votes on items contain the Commissioner's names.

Approve the minutes from the December 9, 2020 Personnel Commission meeting.

A motion was made by Wentzel second by Rivera to approve the minutes with the recommended changes.

VOTE: The motion was carried

AYES: 5 (Elford, Quintana, Rivera, Vellucci, Wentzel)

NOES: 0

ABSENT: 0

ABSTAIN: 0

DIRECTOR'S REPORT

Mr. Hopkins informed the commission that going forward John Clark, the Interim Director of Administrative Services will be conducting the Personnel Commission meetings. Mr. Hopkins said he will still be attending and supporting the commission meetings but that Mr. Clark will set the agenda and take over the role as Secretary to the commission.

COMMENTS FROM COMMISSIONERS

Commissioner Rivera thanked Mr. Hopkins for his service to the commission. Commissioner Vellucci inquired about the length of the meetings and amount of items to be presented going forward based on the previous minutes' reference to the question posed by Commissioner Wentzel. Mr. Hopkins informed her that there will be times when the meetings will be longer and contain more items when issues such as grievances, hearings or appeals come before the commission and that when those items arise the commission will be informed in advance. Commissioner Wentzel inquired about a document regarding the City's reorganization plan, item 20-1999 from the City Council meeting and requested that the commission be given a copy. The commission discussed the City's reorganization plan. Councilmember Mike Posey let the commission know that he could provide an overview of the reorganization plan and as Council Liaison would make himself available for any questions they may have. He thanked the commission for their service. Commissioner Wentzel thanked Councilmember Posey for attending the commission meeting.

ADJOURNMENT

The meeting adjourned at 6:48 PM.