



**City of Richmond  
Human Rights and  
Human Relations Commission  
MEETING AGENDA**

*Jasmine Jones, Chair  
Joyce Harris, Vice Chair  
Rock Brown, Commissioner  
Betty Burrus-Wright, PhD, Commissioner  
Courtney Cummings, Commissioner*

*Vivien Feyer, Commissioner  
Carole Johnson, Commissioner  
Demetria Saunders, Commissioner  
Kathleen Sullivan, Commissioner*

Monday, March 24, 2014 at 6:30 pm  
City Council Chambers, Community Services Building  
1<sup>st</sup> Floor, Civic Center Plaza, Richmond, CA 94804

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**A. CALL TO ORDER**

**B. ROLL CALL**

**C. AGENDA REVIEW**

At the discretion of the Chair, items on the Agenda may be heard in an order different from that which appears on the Agenda.

**D. MEETING PROCEDURES**

Members of the public attending a Human Rights and Human Relations Commission meeting for the first time are encouraged to read the "Meeting Procedures" information following the Agenda. Anyone who wishes to address the Commission during OPEN FORUM or on a specific item must file a Speaker's Form with staff.

**E. OPEN FORUM #1**

Members of the public are invited to address the Commission on topics that are not on the Agenda. Please note: In order to accommodate all members of the public who wish to speak, including those who are unable to arrive early in the meeting, the Commission will hold a second OPEN FORUM at approximately 8:30 PM. Please file only one OPEN FORUM Speaker's Form with staff, indicating either "OPEN FORUM #1" or "OPEN FORUM #2".

**F. APPROVAL OF MINUTES**

None

**G. CITY COUNCIL LIAISON REPORT**

The City Council member serving as liaison to the Commission may make a report on City Council actions of interest to the Commission.

**H. COMMISSIONERS' REPORTS**

**I. CHAIR'S REPORT**

**J. STAFF REPORTS**

**K. DISCUSSION ITEMS**

The Commission may take direct action, make recommendations to the City Council or provide direction to staff.

**K.1 COMMITTEE REPORT: EDUCATION AND OUTREACH COMMITTEE (10 MINUTES)**

HEAR REFLECTIONS FROM PAST EVENT

*Commissioner Burrus-Wright, Commissioner Brown and Vice Chair Harris*

**K.2 COMMITTEE REPORT: WORKPLACE BULLYING (15 MINUTES)**

HEAR UPDATE ON RESOLUTION TO RECOMMEND AMENDING RICHMOND'S POLICY AGAINST WORKPLACE HARASSMENT TO A) SPECIFY TIME FRAMES FOR INITIATING AND CONCLUDING INVESTIGATIONS, AND B) PROVIDE FOR NOTIFICATION TO ALL INVOLVED PARTIES

*Commissioner Feyer, Commissioner Sullivan, and Commissioner Harris*

**K.3 RICHMOND PERSONNEL BOARD (10 MINUTES)**

HEAR UPDATE ON PERSONNEL BOARD ACTIVITY, REVIEW WORKPLACE BULLYING POLICY, AND CONSIDER FURTHER RECOMMENDATIONS

*Commissioner Feyer and Commissioner Sullivan*

**K.4 SHOWCASING RICHMOND CALIFORNIA: A HUMAN RIGHTS CITY (10 MINUTES)**

DISCUSS WAYS TO INCREASE RECOGNITION AT THE STATE LEVEL AND DISCUSS CITY RECOGNITION AND HOW TO GET IN THE CITY MANAGER'S REPORT

*Commissioner Burrus-Wright and Commissioner Feyer*

**K.5 DEPICTION OF HARMFUL POLICE PROBATION SEARCH PRACTICES (10 MINUTES)**

HEAR ABOUT HARMFUL POLICE INTERACTIONS WITH YOUTH

*Commissioner Sullivan*

**K.6 NELSON MANDELA DAY (10 MINUTES)**

DISCUSS THE CITY RECOGNIZING NELSON MANDELA DAY AND MAKE RECOMMENDATIONS

*Commissioner Johnson*

**K.7 RECRUITMENT OF APPLICANTS FOR COMMISSION SEATS (10 MINUTES)**

HEAR AND DISCUSS RECOMMENDATIONS FOR RECRUITING APPLICANTS AND REAPPOINTING COMMISSIONERS

*Chairperson Jones and Commissioner Burrus-Wright*

**L. REPORTS**

None.

**M. OPEN FORUM #2 (At approximately 8:30P.M.)**

**N. COMMISSION BUSINESS**

- A. CALL FOR AGENDA ITEMS
- B. FOR THE GOOD OF THE COMMISSION

**O. ADJOURNMENT**

The next regular meeting of the City of Richmond Human Rights and Human Relations Commission is scheduled for **Monday, April 28, 2014 at 6:30 p.m.** in City Council Chambers.

**P. MEETING PROCEDURES**

Speaker Registration

Anyone who wishes to address the Human Rights and Human Relations Commission (HRHRC) on a topic that is not on the Agenda and is relevant to the Commission's purpose may speak once in either of the two OPEN FORUM sessions, but not both. Please file a Speaker Form with staff PRIOR to the announcement of that section of OPEN FORUM.

Persons wishing to speak on a particular Item on the Agenda must file a Speaker's Form with the staff PRIOR to the Commission's consideration of the Item. Once discussion on the Agenda Item begins, only those persons who have previously submitted Speaker's Forms will be permitted to speak on the Item.

Time Limits

Individual public speakers shall have a maximum of two (2) minutes to address the Commission.

If all Agenda Items are not completed by 9:30 pm, the Items remaining shall be continued to the next Regular Meeting, unless the Commission votes to extend the meeting.

Cell Phones

Please silence all cell phones, pagers, and other electronic devices during the meeting.

Persons with disabilities, who require auxiliary aids or services in using City facilities, services or programs, or who would like information on the City's compliance with the Americans with Disabilities Act (ADA) of 1990 may contact (510) 620-6509 for assistance.

# K. 1

## **COMMITTEE REPORT: EDUCATION AND OUTREACH COMMITTEE (10 MINUTES)**

HEAR REFLECTIONS FROM PAST EVENT

*Commissioner Burrus-Wright, Commissioner Brown and Vice Chair Harris*

### **Attachments**

1.1 – 2<sup>nd</sup> Annual Artistically Write and Speak Aloud Program– March 17, 2014



*Artistically Write and Speak Aloud*

Education Committee Presents

2<sup>nd</sup> Annual Program

Monday, March 17, 2014 at 6:30 pm

City Council Chambers, Community Services Building  
1<sup>st</sup> Floor, Civic Center Plaza, Richmond, CA 94804

*Jasmine Jones, Chair  
Joyce Harris, Vice Chair  
Rock Brown, Commissioner  
Betty Burrus-Wright, PhD, Commissioner  
Courtney Cummings, Commissioner*

*Vivien Feyer, Commissioner  
Carole Johnson, Commissioner  
Demetria Saunders, Commissioner  
Kathleen Sullivan, Commissioner*

**WELCOME**

Jasmine Jones

Chair, Human Rights and Human Relations Commission

**OPENING REMARKS**

Dr. Betty Burrus-Wright

Chair, HRHRC Education Committee

**INTRODUCTION AND SEATING OF STUDENT COUNCILS**

**PLEDGE OF ALLEGIANCE**

De Lari Jones, Stege Elementary School Student

**PERFORMANCE**

Song: *The Man in the Mirror*, Cesar Chavez Elementary Students

**PRESENTATION OF THE UNIVERSAL DECLARATION OF HUMAN RIGHTS (UDHR)**

**PRESENTATION BY CESAR CHAVEZ ELEMENTARY STUDENTS**

Principal Jeannette Ramirez  
Teachers Williams and Dr. Peters

**PRESENTATION BY STEGE ELEMENTARY STUDENTS**

Principal Pamela Booker  
Teacher Robert Mayer

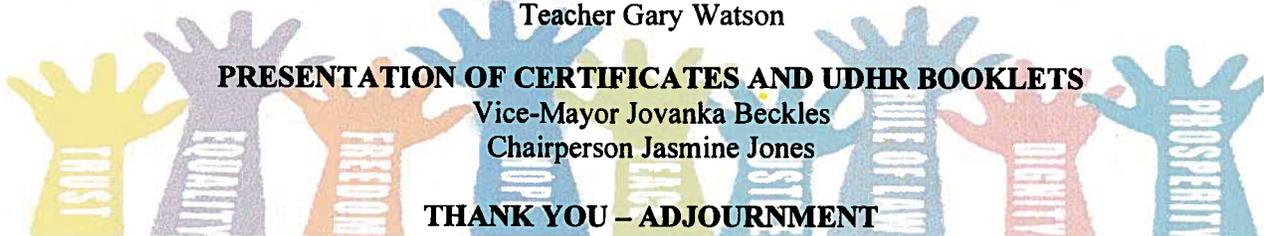
**PRESENTATION BY RIVERSIDE STUDENTS**

Principal Marcos Garcia  
Teacher Gary Watson

**PRESENTATION OF CERTIFICATES AND UDHR BOOKLETS**

Vice-Mayor Jovanka Beckles  
Chairperson Jasmine Jones

**THANK YOU – ADJOURNMENT**



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## **RICHMOND PERSONNEL BOARD (10 MINUTES)**

**HEAR UPDATE ON PERSONNEL BOARD ACTIVITY, REVIEW WORKPLACE BULLYING POLICY, AND CONSIDER FURTHER RECOMMENDATIONS**

*Commissioner Feyer and Commissioner Sullivan*

### **Attachments**

3.1 – PG February 27, 2014 Agenda

3.2 – Policy Prohibiting Workplace Bullying



HUMAN RESOURCES MANAGEMENT DEPARTMENT

# PERSONNEL BOARD

## REGULAR MEETING

Thursday, February 27, 2014

5:00 p.m.

@ 450 Civic Center Plaza – City Council Chambers



### AGENDA

Chair: Elaine Merriweather

Vice Chair: David Brown

#### Personnel Board Members

Yvonne Nair

McKinley Williams

Vicki Winston

1. **ROLL CALL**
2. **STATEMENT OF CONFLICT OF INTEREST**
3. **APPROVAL OF MINUTES**
  - a. Regular Meeting of September 26, 2013
  - b. Regular Meeting of October 27, 2013
  - c. Regular Meeting of December 19, 2013
4. **PUBLIC COMMENT**
5. **NEW BUSINESS**
  - a. Discuss establishing a procedure for Personnel Board Members to receive grievance materials in advance of the hearing - Board Member Brown
  - b. Discuss additional Brown Act training for Personnel Board Members - Board Member Nair
  - c. Discuss Human Resources Department policies and procedures for City employee annual performance evaluations, disciplinary action (progressive discipline), supervisory training, criteria for promotions - Board Member Nair
  - d. Discuss fair hearings for City employees including conflicts of interest inherent in current organization of Human Resources Director/Personnel Board Secretary, City Attorney's Office advising Personnel Board, procedure for communication of grievance hearing requests to Personnel Board members and ex parte communications (substantive v. non-substantive) – Board Member Nair

**NOTE: Copies of items to be distributed from the Public to the Personnel Board must also include two (2) copies; one (1) for the Secretary to the Board and one (1) for Board Counsel.**

**COMMUNICATION ACCESS INFORMATION** This meeting is being held in a wheelchair accessible location. To request a disability-related accommodation(s) to participate in the meeting, including auxiliary aids or services, please contact Bruce Soublet, ADA Coordinator at (510) 620-6509 at least three business days before the meeting date.

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- 5. NEW BUSINESS (continued)**
  - e. Discuss Local 21 grievance hearing and the next steps – Board Member Nair
  - f. Discuss data on Police Department Internal Affairs investigations based on anonymous allegations – Board Member Nair
  
- 6. UNFINISHED BUSINESS**
  - a. Discuss Potential Action to Amend Procedures and Protocols to Provide for a Second Public Comment Period
  - b. Consider next steps regarding Local 21 grievance appeal
  
- 7. CONSIDERATION OF PROBLEMS AND REPORT**
  
- 8. ADJOURNMENT**

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**CITY OF RICHMOND  
POLICY PROHIBITING WORKPLACE BULLYING**

**I. PURPOSE**

To establish a policy that prohibits bullying in the workplace and to implement procedures for preventing, reporting, and responding to such prohibited conduct.

**II. SCOPE**

This Policy applies to City of Richmond employees, contractors, volunteers, and anyone else conducting business on behalf of the City.

**III. POLICY**

The City of Richmond ("City") is dedicated to providing a healthy workplace culture where its employees, contractors, and other persons conducting business with the City are in an environment free of bullying behavior. It is the unequivocal policy of the City that any bullying of another person is unacceptable and will not be tolerated in the workplace. The City will respond quickly and firmly to any such prohibited conduct. Any violation of this Policy will result in disciplinary action, up to and including termination.

- A. Definition of workplace:** Anywhere a City employee is conducting authorized City business; all City-owned buildings, properties, garages, and parking facilities; and any work space occupied by City employees, whether or not the space is owned or leased by the City.
- B. Definition of bullying:** Unreasonable behavior that generally is persistent, and that demeans, intimidates and humiliates one or more individual. Such conduct can also occur via use of electronic or telephone communications, such as the internet, email, blogs, text messages, or misuse of cameras and/or recording equipment. Additionally, bullying can involve physical acts and includes, but is not limited to, pushing, shoving, kicking, poking, and tripping.
- C. Examples of bullying:** Slandering, ridiculing or maligning a person or his/her family; persistent name calling which is hurtful, insulting or humiliating; using a person as the butt of jokes; verbal assault; making non-verbal threatening gestures; unwarranted or invalid criticism; public reprimands; trivializing of work and achievements (ignoring contributions); silent treatment; being given tasks with unreasonable, impossible or constantly changing objectives or deadlines; denying access to necessary information, training or resources; making up arbitrary rules that only apply to a particular person; blame without factual justification; being sworn at; belittling or disregarding opinions or suggestions; encouraging others to turn against a targeted employee; and intentionally socially or physically excluding or disregarding a person in work-related activities.

- D. What is *not* bullying:** Simple rudeness, incivility, differences of opinion, interpersonal conflicts, routine exercise of acceptable managerial prerogative, constructive criticism, workplace counseling, or “tough” or “demanding” superiors; professional dissention between two equally-powered individuals who simply disagree over intellectual ideas.

#### **IV. REPORTING**

It is the responsibility and duty of each and every employee to report anything he or she has heard, read, or seen regarding the occurrence of any action believed to be a form of bullying pursuant to this Policy. The City strongly urges the prompt reporting of complaints or concerns of actual or perceived incidents of bullying so that rapid and constructive action can be taken. Employees should not wait until a situation becomes severe or pervasive or impairs their work performance before reporting any prohibited conduct.

Employees are required to report any prohibited conduct in the workplace pursuant to this Policy to their supervisor, Division Manager or Department Head, the City’s Human Resources Personnel Officer, or the City Attorney’s Office. Employees should not feel obligated to report their complaints or concerns to their immediate supervisor first before bringing the matter to the attention of one of the other aforementioned representatives.

No employee shall be retaliated against for making a report pursuant to this Policy. Any employees found to have engaged in such retaliatory conduct will be subject to disciplinary action, up to and including termination.

#### **V. RESPONSE AND INVESTIGATION**

Upon receipt of a report of a potential violation of this Policy, the Human Resources Department shall immediately undertake or direct an investigation into the allegations at issue. The investigation will typically include, but not be limited to, interviews with the reporting individual, the accused, and any other individuals who are believed to have relevant knowledge concerning the allegations. All witnesses will be reminded to maintain the confidentiality of the content of their interviews and admonished that retaliations against those who participate in the investigation process is prohibited.

Any employee determined to have violated this Policy will be subject to appropriate disciplinary action, up to and including termination. Disciplinary action may also be taken against any manager or supervisor who condones or ignores a potential violation of this Policy or otherwise fails to take appropriate action to enforce this Policy.

#### **VI. DISSEMINATION OF POLICY**

All officers, directors, employees, contractors and volunteers shall receive a copy of this Policy when they are hired or commence volunteering. This Policy may be updated from time to time and redistributed.