

Agenda Report



Date: January 12, 2016
To: Jeffrey W. Collier, City Manager
From: Kathryn A. Marshall, City Clerk-Treasurer
Subject: Personnel Board Appointment

RECOMMENDATION

It is recommended the City Council consider making an appointment to the Personnel Board for a term ending July 1, 2019, select applicants for interviews, and/or direct further advertising for the vacancy.

BACKGROUND

The City of Whittier has eight advisory boards and commissions appointed by the City Council. Board and Commission members serve four-year terms. In accordance with the City Charter, members of each board and commission are appointed to maintain a rotation of at least one but not more than two terms expiring on a board or commission each year. Based on this regulation, vacancies occur on all boards and commissions July 1st each year.

The City Council's Advisory Board Appointment Policy and Procedures (Appointment Policy) outlines application standards, advertising methods, and timing for bringing appointment reports to the City Council. Accordingly, the City Council considered a report on February 10, 2015, which identified the openings that would occur on advisory boards July 1, 2015, summarized the advisory board members whose terms were expiring and which of those individuals were eligible and interested in reappointment; and requested direction on the two interview dates required by Council policy. The City Council reappointed eligible and available advisory board members to the Board of Library Trustees, Cultural Arts Commission, Historic Resources Commission, and Social Services Commission. After the February 10, 2015 meeting, the City Council set April 28, May 26, June 9, and June 23, 2015, as the dates board and commission interviews would be conducted. The June 23rd date was subsequently eliminated to accommodate the multi-evening Lincoln Specific Plan public hearing and additional interview dates were established as July 28 and August 11, 2015.

Following reappointment of the eligible advisory board members, staff undertook advertising for applicants for the remaining openings on the Parking and Transportation Commission, Parks, Recreation and Community Services Commission, Personnel Board and Planning Commission, and contacted individuals with applications on file to determine their continuing interest in appointment to an upcoming opening. On April 14, 2015, the City Council received a report regarding the remaining annual vacancies and applicants and continued action on the item to the next regular meeting when all five

Council Members would be present. At its meeting of April 28, 2015, the City Council directed staff to schedule interviews for selected applicants for the four advisory boards.

The City Council selected four applicants to interview for the annual Personnel Board vacancy. Candidate Kevin Kennedy was appointed to the Parks, Recreation and Community Services Commission at a City Council Meeting held July 28, 2015; candidate Al Martinez, a Parking and Transportation Commission member, declined the invitation to interview, advising he decided to complete his Commission term; and interviews for the two remaining applicants were scheduled for August 11, 2015.

On August 10th staff contacted the candidates to confirm their meeting attendance and Mr. Ruvalcaba advised he was going out of town. The City Manager directed that the interview date be rescheduled and Council Members approved a new meeting date of September 22, 2015. On August 20, 2015, Personnel Board Member Ramirez¹ informed staff he would like to continue serving on the Board. He submitted a new application.

On September 21, 2015, when staff reached Mr. Ruvalcaba to confirm he would keep his September 22nd appointment, he advised his job requires him to be out-of-town frequently and withdrew his application. The second applicant scheduled for interview, Jose Rios, confirmed his interview time, noted that he was on-call for his job, and was asked to inform staff if his work commitment would preclude him from attending the Council Meeting. Mr. Rios did not call or keep his September 22, 2015 interview appointment. After the agenda packet for the meeting was distributed, Board Member Ramirez contacted the City Controller's Department and withdrew his new application from consideration. The City Council directed staff to re-advertise for the Personnel Board vacancy.

Advertisements for applicants were placed on the Channel 3 message board and the City website, and posted at City Hall and the Central Library; announcements were made by the Mayor at one City Council Meeting; an email and flyer were sent to each Board Member and Commissioner for distribution; announcements were made by the Board and Commission Chairs at Commission meetings; flyers were displayed at the Community Services and Library facilities; letters were sent to the Whittier Chamber of Commerce and the Whittier Uptown Association requesting that flyers be displayed on their information counters and that they transmit the information through their membership distribution lists; and staff announced the opening at the October 2015 Police Chief's HOT Advisory Group Meeting.

¹ Board Member Jesus Ramirez's term expired July 1, 2015. Mr. Ramirez has served four years and, in January, informed staff he was not available for reappointment.

As of the October 13, 2015 deadline, no new applications were received, and the incumbent had again (September 24, 2015) expressed interest in continuing to serve on the Personnel Board. The City Manager authorized extending the Personnel Board recruitment to November 20, 2015.

A report of applicants was submitted to the City Council at its December 8, 2015 meeting. Due to the meeting running late into the evening, consideration of the Personnel Board vacancy was continued to the January 12, 2016 meeting.

DISCUSSION

There are five positions on the Personnel Board. As of the recruitment deadline, there were five applications on file and three new applications received (denoted *); however, just before the December 8, 2015 City Council meeting, Personnel Board Member Ramirez withdrew his application again due to health concerns.

There are seven applicants for the annual vacancy; no new applications have been received since the City Council meeting of December 8, 2015.

- Graciela Ferrada*
- Cesar James
- Lloyd Kaneko
- Jose Rios
- Martha Romero
- Sandra Salcedo*
- James Starkey*

The current members and terms for the Personnel Board are:

<u>Board Members</u>	<u>Terms Expire</u>
Jesus Ramirez ²	July 1, 2015
Joseph Badali	July 1, 2016
Stephanie Wharton	July 1, 2017
Sylvia Granados-Southerland	July 1, 2018
Douglas F. Staine	July 1, 2018

The Personnel Board's regular meeting time is the third Thursday of the month at 7:00 p.m. in Council Chamber.

² Per the City Charter, Mr. Ramirez continues to serve until his successor is appointed and qualified.

FISCAL IMPACT

None.

Submitted by:


Kathryn A. Marshall
City Clerk-Treasurer

Attachment: A – Personnel Board Applications

PERSONNEL BOARD
APPLICATIONS ARE AVAILABLE FOR REVIEW IN THE
CITY CLERK-TREASURER'S OFFICE