



Personnel Board
AGENDA

Wednesday, June 11, 2025, 5:30 p.m.

Human Resources Conference Room, 994 Mill St., Suite 200 (2nd Floor), San Luis Obispo

The Personnel Board holds in-person meetings. Attendees of City Council or Advisory Body meetings are eligible to receive one hour of complimentary parking; restrictions apply, visit [Parking for Public Meetings](#) for more details.

INSTRUCTIONS FOR PUBLIC COMMENT:

Public Comment prior to the meeting (must be received 3 hours in advance of the meeting):

Mail - Delivered by the U.S. Postal Service. Address letters to the City Clerk's Office at 990 Palm Street, San Luis Obispo, California, 93401.

Email - Submit Public Comments via email to advisorybodies@slocity.org. In the body of your email, please include the date of the meeting and the item number (if applicable). Emails *will not* be read aloud during the meeting.

Voicemail - Call (805) 781-7164 and leave a voicemail. Please state and spell your name, the agenda item number you are calling about, and leave your comment. Verbal comments must be limited to 3 minutes. All voicemails will be forwarded to the members and saved as Agenda Correspondence. Voicemails *will not* be played during the meeting.

**All correspondence will be archived and distributed to members, however, submissions received after the deadline may not be processed until the following day.*

Public Comment during the meeting:

Meetings are held in-person. To provide public comment during the meeting, you must be present at the meeting location.

Electronic Visual Aid Presentation. To conform with the City's Network Access and Use Policy, Chapter 1.3.8 of the [Council Policies & Procedures Manual](#), members of the public who desire to utilize electronic visual aids to supplement their oral presentation must provide display-ready material to the City Clerk by 12:00 p.m. on the day of the meeting. Contact the City Clerk's Office at cityclerk@slocity.org or (805) 781-7114.

1. CALL TO ORDER

Vice Chair LeMieux will call the Special Meeting of the Personnel Board to order.

2. PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA

The public is encouraged to submit comments on any subject within the jurisdiction of the Personnel Board that *does not* appear on this agenda. Although the Personnel Board will not take action on items presented during the Public Comment Period, the Chair may direct staff to place an item on a future agenda for discussion.

3. CONSENT

Matters appearing on the Consent Calendar are expected to be non-controversial and will be acted upon at one time. A member of the public may request the Personnel Board to pull an item for discussion. The public may comment on any and all items on the Consent Agenda within the three-minute time limit.

3.a CONSIDERATION OF MINUTES - DECEMBER 4, 2024, PERSONNEL BOARD MINUTES

5

Consideration of the Personnel Board Minutes of December 4, 2024.

Recommendation:

Approve the Personnel Board Minutes of December 4, 2024.

4. BUSINESS ITEMS

4.a CHAIRPERSON ELECTIONS

Select a chairperson to serve a two-year term. Pursuant to the bylaws, a chairperson will be elected at the first meeting of alternate calendar years to serve two-year terms.

Recommendation:

To elect a Chairperson to serve a two-year term.

4.b REVIEW OF PERSONNEL BOARD BYLAWS

9

Review and update bylaws.

Recommendation:

To revise and approve Personnel Board Bylaws.

5. **ADJOURNMENT**

The next Regular Meeting of the Personnel Board meeting will be held on an as needed basis. The public will be notified at least 72 hours in advance of the meeting.

LISTENING ASSISTIVE DEVICES are available -- see the Clerk

The City of San Luis Obispo wishes to make all of its public meetings accessible to the public. Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities. Any person with a disability who requires a modification or accommodation in order to participate in a meeting should direct such request to the City Clerk's Office at (805) 781-7114 at least 48 hours before the meeting, if possible. Telecommunications Device for the Deaf (805) 781-7410.

Agenda related writings or documents provided to the Personnel Board are available for public inspection on the City's website:

<https://www.slocity.org/government/mayor-and-city-council/agendas-and-minutes>. Meeting video recordings can be found on the City's website:

<https://opengov.slocity.org/WebLink/Browse.aspx?id=61073>



PERSONNEL BOARD

Minutes - DRAFT

Wednesday, December 4th, 2024
Special Meeting of the Personnel Board

CALL TO ORDER

A Special Meeting of the San Luis Obispo Personnel Board was called to order on Wednesday, December 4, 2024, at 5:30 p.m. by Human Resources Director Nickole Domini with three Members present.

ROLL CALL

Present: Board Members Linda Mielke, Sharon Seitz, Patricia Ponce

Absent: Vice Chair Jill LeMieux and Chair Person Cal Stevens

Staff: Human Resources Director Nickole Domini, Human Resources Analyst Diana Federico

PUBLIC COMMENT ITEMS NOT ON THE AGENDA

PUBLIC COMMENT

None

--End of Public Comment--

BUSINESS ITEMS

Approval of Minutes

- Consideration of Minutes of the Regular Personnel Board Meeting of June 24, 2024

Public Comment

None

--End of Public Comment--

ACTION: UPON MOTION BY Sharon Seitz, SECONDED BY Linda Mielke, CARRIED 3-0, the Personnel Board approved the Minutes of the Regular Personnel Board Meeting of June 24, 2024.

1. Discuss Priorities and Goals for the 2025-2027 Financial Planning Process

The Personnel Board reviewed and finalized the proposed 2025-27 advisory body goals for City Council consideration.

1. Diversity, Equity, Inclusion

The City is committed to policies, practices, and structures that support the well-being and empowerment of all residents, marginalized communities, and its employees.

- a. More fully utilize the expertise of the Personnel Board in providing input and oversight into the organizational diversity, equity, and inclusion (DEI) policies, programs, and practices.
- b. Ensure sufficient City resources (staff, consultant, and budgetary) are provided in the 2025-27 Financial Plan to support changes to current human resources processes to align with best practices in DEI in hiring, training, and promotional policies, practices, and programs identified in the [Office of DEI's 5-year strategic plan](#).

2. Fiscal Sustainability

As the City navigates through uncertain economic times, ensure the City prioritizes employee engagement to reduce turnover and avoid costs associated with hiring and onboarding staff.

- a. Support employee engagement, wellness, and resiliency through various avenues including employee surveys, adaptation of work policies, and resources that support employee mental health.
- b. Ensure appropriate resources are allocated to fund employee wages and benefits with inflation in mind while remaining fiscally sustainable in alignment with the Council adopted compensation philosophy and labor relations objectives.
- c. Consider additional flexibility in ways projects are funded.
- d. Ensure appropriate resources are allocated for the above in the 2025-27 Financial Plan.

3. City Employee Workforce Development

Employees who understand how their work connects to the City's mission, vision, values, and goals are empowered to make a difference through serving the community of San Luis Obispo.

- a. Support and prioritize employee development and growth through investing in resources to lead, train, and develop all employees and onboard new and transitioning employees.
- b. Maintain open communication throughout all levels of organization to share progress on and impacts of staff projects and Major City Goals.
- c. Establish, encourage, and facilitate pathways to career development.

Public Comment

None

--End of Public Comment--

ACTION: UPON MOTION BY Linda Mielke, SECONDED BY Patricia Ponce, CARRIED 3-0, the Personnel Board agreed to finalize the proposed Personnel Board advisory body goals for Council consideration as part of the 2025-2027 Financial Planning Process.

ADJOURNMENT

The meeting was adjourned at 6:13pm

APPROVED BY THE PERSONNEL BOARD: XX/XX/2025

CITY OF SAN LUIS OBISPO

PERSONNEL BOARD

BY-LAWS

ARTICLE 1. PURPOSE

It is the purpose of the Personnel Board to hear employee appeals from disciplinary action, to review employee grievances, and to hear issues of Council censure. The Board shall then make advisory recommendations to the City Council. The Personnel Board shall also perform other duties pertaining to personnel management as directed by the City Council.

ARTICLE 2. MEMBERSHIP AND TERMS OF OFFICE

Five (5) members of the Personnel Board shall be appointed by the City Council and shall serve for terms of four (4) years. Members must be residents and registered voters of the City.

- a. Appointments will be made in a staggered every other year pattern, such that two (2) members' terms will expire during a given year and the terms of the other three (3) members will expire two (2) years later.
- b. Any vacancies on the Personnel Board shall be filled for the unexpired term of the person replaced.
- c. Members shall be appointed for no more than two (2) consecutive terms (8 years).

ARTICLE 3. OFFICERS

The officers shall be a Chairperson and a Vice-Chairperson who shall be elected at the first meeting of alternate calendar years to serve two-year terms.

- a. The Chairperson shall preside over all meetings of the Personnel Board, subpoena witnesses and require the production of books, papers and any other materials pertinent to the investigation or hearing.
- b. The Vice-Chairperson shall serve in the absence of the Chairperson.

- c. The Director of Human Resources or his or her designee shall serve as recording secretary, keeping record of all meetings, and shall issue all necessary notices, copies of agendas, minutes and copies of necessary documents.

ARTICLE 4. MEETINGS

- a. The Personnel Board shall meet as needed.
- b. Three (3) members of the Board shall constitute a quorum for the transaction of business. However, for the purpose of a hearing on appeal of a disciplinary action, no Board member may vote on a decision if absent from part of a hearing, unless such member certifies that he/she listened to a recording of or read the transcript of the missed portion of the hearing.
- c. Pursuant to Personnel Exception of the Brown Act (Government Code Section 54957), a meeting may be closed to the public at the request of any appellant when the pending issue deals with a particular employee.
- d. The Chairperson or the legal advisor to the Board shall administer oaths to all witnesses appearing before the Board. Any regular officer or employee of the City who fails to take the oath or fails to testify truthfully under oath at a hearing shall be subject to disciplinary action.
- e. All grievance and disciplinary appeal hearings shall be recorded.
- f. At the request of the appellant, a court reporter shall be used. The cost of the court reporter shall be paid as agreed upon by both sides.
- g. All actions of the Board shall be decided by majority vote, and shall be directed through the Board Chairperson.
- h. The Board may meet with its legal advisor, as needed and outside the presence of any other persons, to receive opinions and advice.
- i. The Board may direct the parties to submit hearing briefs outlining the facts and arguments to be presented prior to any hearing. The Chairperson shall establish a schedule for submission of the hearing briefs.

ARTICLE 5. AMENDMENTS

At such time as these by-laws need to be amended, the Director of Human Resources shall meet and determine an appropriate procedure for making such amendment(s).