



## Legislation Text

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**File #:** 2019-0272, **Version:** 1

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**DATE:** September 16, 2019

**SUBJECT:**

**APPOINTMENT TO SAN DIEGO UNIFIED PORT DISTRICT PERSONNEL ADVISORY BOARD:  
A) RESOLUTION APPOINTING CASSANDRA LAWSON AS CHAIRPERSON OF THE  
PERSONNEL ADVISORY BOARD FROM SEPTEMBER 2, 2019, TO SEPTEMBER 1, 2020**

### **EXECUTIVE SUMMARY:**

San Diego Unified Port District (District) Personnel Rules and Regulations (Rules), Rule 3 - Personnel Advisory Board<sup>1</sup> - provides that the Personnel Advisory Board (PAB) is the administrative appeals body for District personnel matters. Pursuant to Resolution 2002-149, adopted by the Board of Port Commissioners (BPC) on June 18, 2002, the PAB shall consist of up to eight (8) members to be appointed by the BPC. Each PAB member may only serve a maximum of two (2) consecutive terms of three (3) years each. The term for any of the eight (8) members shall expire during the year that completes the three (3) year term to which said member was appointed. Additionally, annually, the BPC shall designate a Chairman of the PAB for that year.

Presently serving their second term on the PAB ending on September 1, 2020, are the following members: Leslie Freeman, Cassandra Lawson, Raelynn Napper, Michael Salvador, and Sophia Williams. Raelynn Napper is currently serving as the PAB Chairperson ending September 1, 2019.

Presently serving their first term on the PAB ending on September 1, 2020, are the following members: Stephen Cascioppo, Anthony Chartrand and Traci Becerra

### **RECOMMENDATION:**

A) Resolution appointing Cassandra Lawson as Chairperson of the Personnel Advisory Board from September 2, 2019, to September 1, 2020.

### **FISCAL IMPACT:**

Funds for this expenditure are budgeted in the FY19/20 Human Resources Non-Personnel Expense Budget.

### **COMPASS STRATEGIC GOALS:**

Appointing a Chairperson ensures continuity, efficiency, and fairness in handling discipline matters for the District.

This agenda item supports the following Strategic Goal(s).

- A Port that the public understands and trusts.
- A Port with an innovative and motivated workforce.

### **DISCUSSION:**

The PAB serves as the administrative appeals body for personnel matters. The rules governing the PAB are described in Rule 3 - Personnel Advisory Board.

Leslie Freeman, Cassandra Lawson, Raelynn Napper, Michael Salvador, and Sophia Williams are second term PAB members and Stephen Cascioppo, Anthony Chartrand and Traci Becerra are first term PAB members all in good standing. A brief summary of their experience follows:

**Leslie Freeman:** Ms. Freeman has over seventeen (17) years of experience in Human Resources management, including serving as a Director of Human Resources for over three years and two years as a Hearing Compliance Officer for a major international airline. She is currently a Consultant and Hearing Representative with Equifax and is also an Adjunct Professor for the Apollo Groups instructing Human Resources courses. She received her Bachelors Degree in Business and Marketing from Lincoln University and her Master's Degree in Human Resources from Webster University.

**Cassandra Lawson:** Ms. Lawson has over twenty (20) years of legal experience in various industries. She specializes in labor and employment law, first as a Litigation Associate and Founder of her own firm, Lawson and Associates, and recently as an Equal Employment Opportunity Manager with the County of Santa Barbara. In addition, she served as the Chair of the Civil Service Board of Atlanta for over seven years and as a Hearing Examiner for the City of Los Angeles. Ms. Lawson received a Bachelor of Science degree in Business Administration from Morgan State University and her Juris Doctor from Temple University School of Law.

**Raelynn Napper:** Ms. Napper has over seventeen (17) years of experience in Human Resources with the City of Los Angeles Personnel Department. She is currently a Chief Personnel Analyst overseeing Public Safety Recruitment and Selection. Prior responsibilities include Citywide EEO Manager, Executive Recruiter, and Special Investigator. She received her Bachelors Degree in Cultural and Visual Anthropology from University of Southern California and received her Juris Doctor from Southwestern University School of Law.

**Michael Salvador:** Mr. Salvador has over twenty (20) years of legal experience, including ten years of experience as a United States Administrative Law Judge for the Equal Employment Opportunity Commission. He is currently the Director of Compliance for the University of California, which is a multi-functional leadership position overseeing, among other things, the human resources aspects of the University. He received a Bachelors Degree in Business from Colby College and received his Juris Doctor from the University of Quinnipiac School of Law.

**Sophia Williams:** Ms. Williams has over eighteen (18) years of Human Resources experience. She has served as the Human Resources Director of the United Cerebral Palsy Association for the past thirteen years. In her role as Director, she oversees the direct activities of the department, including payroll, benefits, workers compensation, and employee relations. She received a Bachelor of Science Degree in Business Administration with an emphasis in Management from San Diego State

University and her Masters Degree in Public Administration from California State University Dominguez Hills.

**Stephen Cascioppo:** Mr. Cascioppo has an extensive background in labor and employee relations, personnel management and Human Resources. He began his career with the County of San Diego in the Labor Relations Office. He later became Deputy Director of Human Resources for the County of El Dorado before moving into Court Management, first at Court Executive Officer and then Assistant Executive Officer for the San Diego Superior Court. During his career, Mr. Cascioppo acted as Personnel and Labor consultant for the City of Placerville. Over the course of his career Mr. Cascioppo has negotiated dozens of collective bargaining agreements, handled numerous grievances, unfair practice charges and mediations. Additionally, Mr. Cascioppo has appeared before the California Public Employment Relations Board (PERB), arbitrators and civil service commissions.

**Anthony (Tony) Chartrand:** Mr. Chartrand is a seasoned Human Resources professional with over thirty (30) years in the field. He is accomplished in all facets of Human Resources including talent acquisition, compensation and benefits, learning and development, and employee relations. Over the course of his career he has negotiated and administered labor relations contracts, grievances, arbitration, and labor disputes. Mr. Chartrand also developed, implemented and administered employee appeal panels for two Tribal organizations in San Diego. Appeals were permitted for terminations, suspensions, demotions, compensation matters, etc. Mr. Chartrand retired in January of 2017 and is currently an Adjunct Professor at UCSD and is consulting within the San Diego area.

**Traci Becerra:** Ms. Becerra is California-licensed attorney who has served as an EEO attorney, labor and employment law attorney, Inspector General attorney, contracted administrative law judge, arbitrator, mediator, college administrator and compliance officer for over thirteen (13) years. Ms. Becerra currently serves as a full-time labor, employment and EEO neutral for public, private, educational and government contractor organizations providing employment-based investigations, arbitration, mediation and neutral decision writing/adjudication services.

Staff recommends that the Board adopt a resolution appointing Cassandra Lawson (resume attached) as Chairperson of the Personnel Advisory Board from September 2, 2019 to September 1, 2020.

### **General Counsel's Comments:**

The Office of the General Counsel has reviewed the agenda sheet and attachments as presented to it and approves them as to form and legality.

### **Environmental Review:**

The proposed Board action does not constitute a "project" under the definition set forth in California Environmental Quality Act (CEQA) Guidelines Section 15378 because it will not have a potential to result in a direct or indirect physical change in the environment and is, therefore, not subject to CEQA. No further action under CEQA is required.

In addition, the proposed Board action allows for the District to implement its obligation under the Port Act and/or other laws. The Port Act was enacted by the California Legislature and is consistent with the Public Trust Doctrine. Consequently, the proposed Board action is consistent with the Public

Trust Doctrine.

Finally, the proposed Board action does not allow for “development,” as defined in Section 30106 of the California Coastal Act, or “new development,” pursuant to Section 1.a. of the District’s Coastal Development Permit Regulations. Therefore, issuance of a Coastal Development Permit or exclusion is not required.

**Equal Opportunity Program:**

It is the goal of the Board of Port Commissioners to achieve diversity on the PAB (Rule 3, Section 3.)

**PREPARED BY:** Marialice Dunne  
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Attachment(s):  
Attachment A: Rule 3 - Personnel Advisory Board  
Attachment B: Resume - Cassandra Lawson

<sup>1</sup> Rule 3 - Personnel Advisory Board