



HUMAN RESOURCES BOARD

Meeting Minutes
Monday, January 5, 2026

Opening:

The hybrid meeting of the Human Resources Board was called to order at 5:00 p.m. on Monday, January 5, 2026, by Chair Kerry Pendergast.

Present:

Elizabeth Scott-Jones
Austin Attaway
Louise Borda
Antonius Van Vegten
Kerry Pendergast
Michelle Stevens
Rene Goldman

Absent:

Joshua Fleming
Jadie Lee

Public Comment Period:

- Errol Koshewitz spoke regarding the City's vendor list.
- **Conduct Public Hearing to Accept Public Comment Regarding Human Resources Personnel Policies and Procedures**

Chair Kerry Pendergast opened public hearing, and the following policies were presented:

- Appointment and Selection of City Attorney Classification and Salary Placement (I-17)
- Deputy Human Resources Director, Colene Torres gave the Board a verbal overview of policy (I-17) Appointment and Selection of City Attorney Classification and Salary Placement. Ms. Torres indicated that the policy was last revised in October 2025.
- Ms. Torres informed the Board that this policy has been revised to clarify effective date for merit increases.
- Deputy Torres informed the Board that special merit increases can be granted outside of normal hire or anniversary dates.
- Deputy Human Resources Director Torres additionally, special merit increases are not permitted during an employee's probationary period.
- Board Member Antonius Van Vegten inquired about the Chief Assistant City Attorney is a non-classified position. Ms. Torres stated that the Chief is an at-will capacity.
- Board Member Elizabeth Scott-Jones motioned to approve the policy as presented with a second by Board Member Louise Borda. The policy passed unanimously.

Ayes: Scott-Jones, Borda, Van Vegten, Attaway and Pendergast

Abstain:

Absent: Fleming, Lee

- Leave of Absence (Military) (V-5)

- Principal Human Resources Analyst Michelle Vizcarra gave the Board a verbal overview of policy (V-5) Leave of Absence (Military). Ms. Vizcarra indicated that the policy was last revised in November 2011.
- Ms. Vizcarra informed the Board that we continue to comply with the California Military and Veterans Code.
- Principal HR Analyst Vizcarra ensured the Board of ongoing adherence to the Federal Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA).
- Ms. Vizcarra informed the Board that the policy updates the definition of a city employee regarding military leave eligibility and provisions for National Guard members activated during a state of emergency.
- Ms. Vizcarra also made note that the provisions are specified in Government Code 395.05
- Board Member Antonius Van Vegten inquired about when President Trump called the National Guard in 2025 would the city need to comply. Ms. Vizcarra stated yes, the city would need to comply.
- Vice Chair Dr. Austin Attaway motioned to approve the policy as presented with a second by Board Member Elizabeth Scott-Jones. The policy passed unanimously.

Ayes: Scott-Jones, Borda, Van Vegten, Attaway and Pendergast

Abstain:

Absent: Fleming, Lee

▪ Section 125/Cafeteria Plan (V-11)

- Principal Human Resources Analyst Michelle Vizcarra gave the Board a verbal overview of policy (V-11) Section 125/Cafeteria Plan. Ms. Vizcarra indicated that the policy was last revised in December 2014.
- Ms. Vizcarra informed the Board that continued compliance with the Internal Revenue Code (IRC) and reflection of new plans be implemented by the city.
- Principal HR Analyst Vizcarra informed the Board a new High-Deductible Health Plan (HDHP) will be implemented in 2026 and eligible employees will have the option to enroll in a Health Savings Account (HSA).
- Board Member Elizabeth Scott-Jones motioned to approve the policy as presented with a second by Board Member Antonius Van Vegten. The policy passed unanimously.

Ayes: Scott-Jones, Borda, Van Vegten, Attaway and Pendergast

Abstain:

Absent: Fleming, Lee

Discussion Calendar

- **Update 2025 Human Resources Board Workplan and Develop 2026 Workplan**
 - Chair Kerry Pendergast opened the discussion to the 2025 Workplan that's currently in place and if there are any changes and/or refining the plan or moving forward with the current plan for 2026.
 - Vice Chair Dr. Austin Attaway stated the 2025 workplan is broad and aligns with the activities the Board engages in. It sets a nice agenda for 2026.
 - Vice Chair Dr. Austin Attaway moved to approve these changes and advance them to be reviewed by the Governmental Process Committee (GPC) as presented by Chair Kerry Pendergast with a second by Board Member Elizabeth Scott Jones.

Ayes: Scott-Jones, Borda, Van Vegten, Attaway and Pendergast

Abstain:

Absent: Fleming, Lee

Consent Calendar

Minutes

- **Review and Approval of December 1, 2025; Minutes**

Board Member Elizabeth Scott-Jones motioned to approve the minutes with a second by Vice Chair Dr. Austin Attaway. The motion passed unanimously.

Ayes: Scott-Jones, Van Vegten, Borda, Attaway and Pendergast

Abstain:

Absent: Lee, Fleming

Board Attendance

- Board Member Antonious Van Vegten motioned to excuse Board Member Louise Borda absence from the Human Resources Board meeting on December 1, 2025. Vice Chair Dr. Austin Attaway seconded the motion. The motion passed unanimously.

Ayes: Scott-Jones, Attaway, Borda, Van Vegten, and Pendergast

Abstain: Borda

Absent: Lee, Fleming

- Board Member Antonious Van Vegten motioned to excuse Vice Chair Dr. Austin Attaway absence from the Human Resources Board meeting on December 1, 2025. Vice Chair Dr. Austin Attaway seconded the motion. The motion passed unanimously.

Ayes: Scott-Jones, Attaway, Borda, Van Vegten, and Pendergast

Abstain:

Absent: Lee, Fleming

Communications

Human Resources Director Updates – Rene Goldman, Human Resources Director

- Ms. Goldman informed the Board of several high-level recruitments for City Attorney, Finance Director, Deputy Community Economic Development Director, and Inspector General
- Director Goldman informed the Board of our Benefits/Wellness team 2026 Benefits offering new plans have begun and we are excited to announce two (2) new plans (Blue Shield High-deductible Plan and Health Savings Plan).
- Director Goldman informed the Board for 2026 training being offered in-person Stop the Bleed, First Aide, CPR, Defensive Driving, and AED. Compiling a list of Safety audits.
- Ms. Goldman informed the Board that Youth Services Core Grant (CA for all Fellows) for 2026 (\$1.8 million), 70 interns for this year's program was approved.

Items for Future Human Resources Board Consideration – Kerry Pendergast, Chair

Meeting was adjourned at 5:26 p.m. by Chair Kerry Pendergast.

Minutes submitted by: Michelle Stevens, Secretary Human Resources Board