



HUMAN RESOURCES BOARD

Meeting Minutes
Monday, December 5, 2022

Opening:

The hybrid meeting of the Human Resources Board was called to order at 5:02 p.m. on Monday, December 5, 2022, by Chair Kerry Pendergast.

Present:

Austin Attaway
Brian Baird
Deanna Brown
Marsha Gonzalez
H. Martin DeCampos
Kerry Pendergast
Michelle Stevens
Miriana Gonzalez

Absent:

• Public Comment Period:

- No Public Comments

• 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:

- Classification Plan Administration (II-1)
- Short-Term Disability (STD) and Long-Term Disability (LTD) Insurance Policy (V-2)
- Deputy Human Resources Director, Colene Torres gave the Board a verbal overview of policy (II-1) Classification Plan Administration. Ms. Torres indicated that the policy was last revised in July 2006. Ms. Torres informed the Board that a section was added to allow departments to request changes to the job specification to ensure all information is current. ~~Ms. Torres stated that A~~all changes must be reviewed and approved by the Human Resources Department and respective bargaining unit for approval.
- Ms. Torres informed the Board that the Labor Market Basket is established via City Council approval and a list of comparable agencies will be utilized for conducting classification and/or compensation salary surveys.
- Deputy Human Resources Director, Ms. Torres gave the Board a verbal overview of policy (V-2) Short-Term Disability (STD) and Long-Term Disability (LTD) Insurance. Ms. Torres stated that this policy was last revised in July 2006. Ms. Torres indicated that this policy was revised to specify that due to recent labor negotiations agreements additional changes were added to include a Short-Term Disability Plan for IBEW groups. This plan allows participating groups to receive up to 60% of income replacement of eligible earnings up to a maximum of \$5,000 per week after becoming disable for a minimum of 14 days.
- Ms. Torres informed the Board that all policies include administrative changes to reflect process changes and to conform to a citywide format.
- Board Member Martin H. DeCampos inquired about (V-2) Short-Term Disability coverage as an employee can receive up to 60%. Ms. Torres responded and said yes, members with coverage can receive up to 60%. ~~Mr. Baird clarifies a member is an employee in a qualifying bargaining unit. Ms. Torres responded, yes, that is correct.~~
- Board Member Austin Attaway motioned to approve the policies as presented with a second by Board Member Brian Baird. The policies passed unanimously.

Ayes: DeCampos, Pendergast, Baird, Gonzalez, Attaway and Brown

Special Presentation

- City Clerk, Donesia Gause presented the Board with a PowerPoint presentation overview of RESHAPE Riverside Redistricting Update.
- Ms. Gause provided a presentation of the basics for RESHAPE Riverside what it looks like and the range/criteria, and communities of interest.
- Ms. Gause shared the campaign started back in August 2022. Ms. Gause explained what redistricting is; and indicated that it takes place every 10 years after the release of the U.S. Census to adjust the ward lines. The City of Riverside must go through the process to rebalance the city council wards.
- Ms. Donesia Gause stated we that the City looks at our the FAIR MAPS Act, ensure wards are relatively equal to size, contiguous, maintain, easily identify boundary lines, and keep wards compact.
- City Clerk Gause shared there are multiple ways to submit your Community of Interest (COI) – Verbal (public hearing) or In-writing (COI form or Email the City Clerk); along with offering 18 workshops throughout the city.
- Ms. Gause stated there are two (2) types of Map Submissions color copies or handwritten. Ms. Gause stated that there is~~You also have~~ an option to use districtr.org and will find it very helpful to see the current ward maps and adjust/proposed maps. When the Inclusiveness, Community Engagement and Governmental Process Committee (ICGC) reviews each map submittal the goal is to have a lower deviation number.
- City Clerk Gause informed the Board the goal is to go to City Council in March of 2023 for final approval.

Presentation

- Library Director, Erin Christmas presented the Board with a PowerPoint presentation overview of the Library Department. The presentation included the departments mission/vision, organizational chart, department goals, employee development, major projects, employee, and diversity statistics.
- Ms. Christmas informed the Board that the department has five (5) established goals that consist of safe and welcoming public spaces, cultivate library use by residents, support youth through programs and services with an emphasis on technology, media, and summer learning, serve as Riverside information center ensuring equitable access, and serve as a cultural art, literacy and learning center.
- Director Christmas stated that the library consists of 60 budgeted positions within two (2) divisions (Administration and Neighborhood).
- Ms. Christmas informed the Board in fiscal year 21/22 they had 10% turnover (one (1) ~~r~~Retirement, and five (5) ~~r~~Resignations).
- Director Christmas highlighted a few programs they offer to youth (zero to five (5)) is to read 1,000 books before their first day of school (receive incentives), Summer Reading (theme: Find your Voice), and Adult Literacy.
- Director Christmas pointed out some challenges they the department sees and indicated that is security is an issue incidents; Ms. Christmas stated that the department we do does have funding for nine (9) security guards at all locations and staffing at all the library locations.
- Chair Kerry Pendergast asked is there any linkage that you the department have has noticed in turnover is and if it is from employees not feeling secure/safe at work. Ms. Christmas responded by stating no, that is not the case; One (1) retired and the others resigned for other job opportunities.
- Vice Chair Martin H. DeCampos asked why such a large gap of Libraries within the City. Ms. Christmas stated we that the City has have eight (8) locations that are positioned well. Mr. DeCampos asked where does funding for Libraries come from. Ms. Christmas responded funds for Libraries come from grants or friends of the library.
- Board Member Marsha Gonzalez inquired about Adult Literacy. Ms. Christmas stated the program recruits volunteers to assist adults with literacy. Ms. Gonzalez asked are there any programs for seniors. Ms. Christmas stated that due to the pandemic we currently do not have a program for seniors at this time.

- Board Member Brian Baird indicated that he appreciates what the library has to offer to our community.

Consent Calendar

Minutes

- **Review and Approval of November 7, 2022 Minutes**

- Board Member Brian Baird motioned to approve the minutes as presented with a second by Board Member Deanna Brown. The motion passed unanimously.

Ayes: Baird, Brown, Attaway, Gonzalez, DeCampos, and Pendergast

Communications

- **Human Resources Director Updates – Miriana Gonzalez, Deputy Human Resources Director**

- Deputy Human Resources Director Miriana Gonzalez informed the Board about the City Manager recruitment has been completed, employment agreement will go to City Council on December 6, 2022, Mr. Mike Futrell.
- Ms. Gonzalez shared Emerging Leadership Academy graduation will be on December 7, 2022 with 38 employees graduating.

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

- No items identified

Meeting was adjourned at 5:55 p.m. by Chair Kerry Pendergast.

Minutes submitted by: Michelle Stevens, Secretary Human Resources Board