



HUMAN RESOURCES BOARD

Meeting Minutes
Monday, February 6, 2023

Opening:

The hybrid meeting of the Human Resources Board was called to order at 5:03 p.m. on Monday, February 6, 2023, by Chair Kerry Pendergast.

Present:

Austin Attaway
Deanna Brown
Marsha Gonzalez
H. Martin DeCampos
Kerry Pendergast
Michelle Stevens
Rene Goldman

Absent:

Brian Baird

- **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 policy was presented:

- Personnel Records and General Personnel Files policy (III-2)
- Deputy Human Resources Director, Colene Torres gave the Board a verbal overview of policy (III-2) Personnel Records and General Personnel Files. Ms. Torres indicated that the policy was last revised in July 2006. Ms. Torres informed the Board that a section was added to the policy to allow employees the option to request to review their own personnel file. Also, an employee's current manager may review the file, and if a manager has a signed written consent from the employee for a position being considered. Revisions also removed access to personnel files from the following classifications (Assistant City Manager, Chief Financial Officer, and Department Staff).
- Ms. Torres informed the Board that revisions were made to the guidelines for the collection, maintenance, confidentiality, and disclosure of information. Ms. Torres additionally stated official personnel files are never destroyed, these records are permeant and sent to storage.
- Board Member Martin H. DeCampos inquired about the HRIS system and asked if this the same system for personnel files. Ms. Torres responded that Human Resources utilizes multiple systems. Laserfiche is used for personnel files, NeoGov for applicant tracking, and SIMS for Workers' Compensation.
- Board Member Marsha Gonzalez motioned to approve the policies as presented with a second by Board Member Deanna Brown. The policies passed unanimously.

Ayes: DeCampos, Pendergast, Gonzalez, Attaway and Brown

Absent: Baird

Presentation

- Police Chief Gonzalez presented the Board with a PowerPoint presentation overview of the Police Department. The presentation included the departments mission/vision, organizational chart, department functions, staffing/turnover, employee development, and success/challenges.

- Chief Gonzalez informed the Board that the department has 631 FTE's within ten (10) divisions and the department is comprised primarily of males, and now the Police Department is the largest department within the City.
- Police Chief Gonzalez stated that the department is consistently recruiting for Police Officer Trainees. Mr. Gonzalez indicated that it does take a great amount of time to go through the academy (18 months – Pre-Academy, Police Academy, Post-Academy, and Field training). Mr. Gonzalez stated that it is a priority to fill FTE's, and the Police Department advertises recruitments multiple ways from social media, local radio stations, billboards, and in-person job fairs.
- Vice Chair Martin H. DeCampos inquired about Lateral Police Officers and asked how do you attract an experienced officer and what about promoting employees internally. Chief Gonzalez responded by stating pay and compensation plays a huge part and the City is currently working on a new Hiring Incentive Program to bring Lateral Officers to RPD from other agencies. Chief Gonzalez stated the Police Department just promoted two (2) female employees to Police Detectives. Mr. DeCampos added that he supports the female promotions and would like to see additional females in the Police Departments workforce.
- Board Members Marsha Gonzalez, Deanna Brown, Vice Chair Martin DeCampos, and Chair Kerry Pendergast indicated that they appreciate what the Police Department has to offer to our community.

Consent Calendar

Minutes

• **Review and Approval of December 5, 2022, Minutes**

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

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

Absent: Baird

Communications

• **Human Resources Director Updates – Rene Goldman, Human Resources Director**

- Human Resources Director Rene Goldman informed the Board that City Manager, Mr. Mike Futrell has been onboarded and started on January 9, 2023.
- Human Resources Director Goldman shared that the Human Resources Department participated in a job fair at the Tyler Mall on January 31, 2023 and had a very well turnout. Multiple departments (Police, Public Works, Fire, Parks and Recreation, Public Utilities and Human Resources) were in attendance.
- Ms. Goldman shared that the Emerging Leadership Academy graduation was on ~~February 1, 2023,~~ and February 1, 2023 and was a success. The City had 50 employees' graduate.
- Ms. Goldman informed the Board that there are multiple high-level recruitments in the process.

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

- No items identified

Meeting was adjourned at 5:46 p.m. by Chair Kerry Pendergast.

Minutes submitted by: Michelle Stevens, Secretary Human Resources Board