



HUMAN RESOURCES BOARD

Meeting Minutes
Monday, October 3, 2016

Opening:

The regular meeting of the Human Resources Board was called to order at 5:00 p.m. on Monday, October 3, 2016 in the City Hall Art Pick Council Chamber by Chair Sonya Dew.

Present:

Excused Absence:

Unexcused Absence:

Alysia Webb (Left 6:01 p.m.)
Deanna Brown
Elvira DeCuir (Arrived 5:04p.m.)
Lana Haddad
Lance Sayavong
Sherry Mellott
Sonya Dew
Tricia Eibs
Colene Torres
Pia Rose

Public Comment Period:

- Geraldine Farris spoke regarding the number of veterans the City of Riverside hires.
- Jason Hunter spoke and indicated that the Board makes recommendations to the City Council not the City Manager.

A. Approval of September 3, 2016 Minutes

Approved: Lance Sayavong
Second: Lana Haddad

There was an amendment to the minutes requested by Board Member Lana Haddad. The parties amended the motion as stated.

B. Agenda Items

1. Performance Evaluation Presentation – Mylene Daniels, Business Systems Support Manager

- Business Systems Support Manager Mylene Daniels presented the Board with a PowerPoint presentation overview of the revised performance evaluation process/form. Mrs. Daniels also played a short video for the Board regarding the new performance appraisal process.
- Mrs. Daniels informed the Board that new performance evaluation form is a two way process that allows the employee to self-rate their performance. The employee's supervisor is then asked to rate the employee's performance and create dialogue between the two in an effort to provide feedback in each area and establish new goals and expectations for the next one-year appraisal period.
- Board Member Patricia Eibs inquired as to if the employee and supervisor completes the evaluation on two separate forms so that the supervisor is not influenced by the employee's comments. Business Systems Support Manager Mylene Daniels replied and informed Mrs. Eibs that currently there is only one form utilized for both, the employee and supervisor. Interim Human Resources Director Pia Rose informed Mrs. Eibs that she would share her feedback with the executive team.

- Board Member Lana Haddad inquired as to if the performance appraisal form was brought before the City Council for approval per Section 900 of the City Charter. Mrs. Rose responded and informed Mrs. Haddad that all Department Heads and Stakeholders were notified of the new performance evaluation form.
- Board Member Lana Haddad informed Mrs. Rose that it is a federal requirement to speak plainly when working with government documents. Mrs. Haddad suggested that the City consider using simpler language that is more clear and direct within the performance appraisal form.
- Board Member Haddad inquired as to what exactly changed within the performance evaluation. Interim Human Resources Director Pia Rose responded and informed Mrs. Haddad that the new performance evaluation form went from a five (5) point rating scale to a four (4) point rating scale. Mrs. Haddad indicated that a four point rating scale does not give managers a chance to recognize hard work and indicated that the City should be cognizant of the documents that are being rolled out to general employees.
- Board Member Lance Sayavong inquired as to if the new performance evaluation form is going to be included in the Employee Handbook. Interim Human Resources Director Pia Rose responded and informed Mr. Sayavong that the Employee Handbook is utilized as a guideline/tool as to what employees' can expect as an employee.
- Board Member Deanna Brown indicated that three (3) out of the four (4) categories of the overall performance rating indicates that an employee is not performing well. Ms. Brown stated that she is concerned that the performance evaluation form was rolled out to supervisors and managers prior to the Board having any input. Mrs. Rose informed the Board that the department worked within the parameters of the policy and indicated that there was not a change in the actual policy itself that is why the newly created form did not need the Board's approval.
- Board Member Lana Haddad indicated that the performance evaluation form should have been taken to the Board prior to implementation since the process substantially changed.
- Board Member Elvira Decuir asked if there is a process to dispute the overall performance rating if the employee is not satisfied. Interim Human Resources Director Pia Rose responded and indicated that the employee has the ability to file a grievance if they do not agree with the overall rating.
- Board Member Elvira Decuir inquired as to what the process is in establishing new performance goals and expectations for the upcoming year while ensuring they are fair. Mrs. Rose responded and indicated that the department can identify goals and ask the employee for their point of view in an effort for the employee to be successful in the upcoming year.
- Board Member Elvira Decuir asked if employees are given an opportunity to rate their supervisors performance. Business Systems Support Manager Mylene Daniels responded and informed Mrs. Decuir that employees are not asked to rate their supervisors performance however, the Human Resources Department has the ability to pull reports and analyze ratings for all employees and supervisors.
- Board Member Deanna Brown inquired as to why the goals and objectives section of the performance appraisal does not include a section for the employee to comment. Business Systems Support Manager Mylene Daniels responded and informed the Board that the overall rating and the goals and objections sections are completed by the supervisor.
- Board Member Haddad indicated that she would like the City to consider mandated diversity trainings and encouraged the City to explore training options from Harvard University being that some of their courses are free.

Public Comment Period:

- Jason Hunter spoke regarding the grievance and appeals process for non-represented units.
- Jason Hunter indicated that the City Charter states that the City Council shall hear all appeals.

2. Review of Hearing Procedure Rules of the Human Resources Board – Sonya Dew, Chair

- Chair Sonya Dew spoke regarding section three (3) (D) and four (4) (L) of the Hearing Rules and Procedures. Chair Dew indicated that she would like to add that public comment must be "specific to the agenda."
- Board Member Haddad asked if language from the Brown Act can be included in section three (3) (D).

- Board Member Deanna Brown suggested tabling the hearing procedure rules and asked to have the City Attorney's Office present the Board with appropriate language for section three (3) (D) and four (4) (L) of the Hearing Procedure Rules.
- Deputy City Attorney Rosemary Koo informed the Board that section 2.36.030 of the Riverside Municipal Code states that the Human Resources Board makes recommendations to the City Manager concerning conditions of employment and the administration of personnel.

3. Review of Standing Rules of the Human Resources Department – Sonya Dew, Chair

- Chair Sonya Dew spoke regarding section six (6) (D) and six (6) (E) of the Standing Rules of the Human Resources Board. Mrs. Dew asked the Board for their opinion regarding the month in which the new elected Chair convene the meeting. The Board responded and indicated that the new elected Chair should commence their new role at the March meeting.
- Deputy City Attorney Rosemary Koo indicated that she would draft language to include in the Standing Rules that the newly elected Chair shall commence their duties at the March meeting.
- Board Member Elvira Decuir indicated that section one (1) (B) of the Standing Rules indicate that the Board acts in an advisory capacity to the City Council and section two (2) (D) indicates that the Board makes recommendations to the City Manager. Mrs. Decuir asked for clarification on these two sections.
- Deputy City Attorney Rosemary Koo responded and indicated that in line with the rules and regulations the Board makes recommendations to the City Council regarding policy changes.
- Board Member Deanna Brown stated that the revision of the performance appraisal form should have fallen within the Human Resources Boards power.
- Interim Human Resources Director Pia Rose informed Ms. Brown that she would take the Boards feedback back to the executive team.
- Deputy City Attorney Rosemary Koo informed the Board of a typo in section four (4) (B) of the Standing Rules.

Public Comment Period:

- Jason Hunter spoke regarding the Human Resources Board meeting rules.
- Jason Hunter spoke regarding the Boards reporting structure and indicated that the Board reports to the City Council.
- Jason Hunter spoke regarding public comment period.
- Jason Hunter indicated that all policies should be brought before the Board before they are adopted.

4. Issues for Future Discussion:

- Board Member Lance Sayavong requested that the Human Resources Department present on the City's Veterans' Preference Policy and the recruitment process.
- Board Member Elvira Decuir requested that Interim Human Resources Director Pia Rose return to the Board with feedback from the executive team on the feedback provided by the Board in regards to the performance appraisal form.
- Board Member Lance Sayavong requested that an item be placed on the agenda regarding the grievance and appeals process.
- Board Member Deanna Brown requested that an item regarding the "Everything Speaks" approach be placed on the November agenda.

Adjournment: Meeting was adjourned at 7:01 p.m. by Chair Sonya Dew.

Minutes submitted by: Colene Torres