



HUMAN RESOURCES BOARD

Meeting Minutes
Monday, November 7, 2022

Opening:

The hybrid meeting of the Human Resources Board was called to order at 5:02 p.m. on Monday, November 7, 2022, by Chair Kerry Pendergast.

Present:

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

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:

- Telecommuting Program for FLSA Exempt Employees Policy (II-11)
- Telecommuting Program for FLSA Non-Exempt Employees Policy (II-12)

- Deputy Human Resources Director, Colene Torres gave the Board a verbal overview of policy (II-11 and II-12) Telecommuting Program for FLSA Exempt Employees and establishment of a new policy Telecommuting Program for FLSA Non-Exempt Employees Policy. Ms. Torres indicated that policy (II-11) Telecommuting Program for FLSA Exempt Employees was last revised in March 2020. Ms. Torres informed the Board that the changes are to establish clear guidelines throughout both policies.
- Ms. Torres informed the Board that revisions to out-of-state telecommuting arrangements are not allowed.
- Deputy Human Resources Director Torres informed the Board that a new section was added to the policy to inform employees as a government agency, employees took an oath and are required to act as Disaster Service Workers.
- Ms. Torres informed the Board that a new policy (II-12) Telecommuting Program for FLSA Non-Exempt Employees was established per the City's existing practice of permitting employees to telecommute under the Minimum Staffing Order.
- Board Member Brian Baird inquired if there are any type of stipulations or advertising during recruitments to inform candidates of the telecommuting program. Ms. Torres responded by adding that in the City's job descriptions it is clearly stated if telecommuting is an option and that some departments ask that new hires work in-person their first 30, 60, 90 days.
- Board Member Marsha Gonzalez inquired is there a performance review process? Ms. Torres responded by stating, there is a weekly telecommuting tracker where employees list their assignments while telecommuting.
- Vice Chair Martin H. DeCampos inquired what made the City revise this policy. Ms. Torres responded that the City needed to include that out-of-state telecommuting is not allowed and indicated that if the State of Emergency is lifted, non-exempt employees would not be able to telecommute because a policy currently does not exist.

- Board Member Austin Attaway motioned to approve the policies as presented with a second by Board Member Marsha Gonzalez. The policies passed unanimously with a Nae from Mr. Baird.

Ayes: DeCampos, Pendergast, Gonzalez, Attaway and Brown

Nae: Baird

Presentation

- Interim Community Economic Development Director, Chris Christopoulos presented the Board with a PowerPoint presentation overview of the Community Economic Development (CDD) Department. The presentation included the departments mission, core services, recruitment/positions, awards and recognition, employee development and training.
- Mr. Christopoulos informed the Board that CDD has received multiple awards in the past (Neighborhoods USA Best Neighborhood Program of the Year, IDC Smart Cities National Award, and Public Relations Society of America: Inland Empire)
- Interim Director Christopoulos stated that the department has 124.5 budgeted positions and 23 vacant positions. Mr. Christopoulos indicated that the overall vacancy rate has averaged about 24% over the past year and this is the highest since Mr. Christopoulos has seen it. CEDD has four (4) very high-level vacancies (Community Economic Development Director, City Planner, Real Property Services Manager, and Sr. Project Manager.)
- Interim Director Christopoulos indicated that the services One Stop Shop offers has gone virtual. 40,000+ customers have been served virtually, 80% electronic plan submittals, 6,000+ permits issued electronically.
- Chair Kerry Pendergast asked if the City is happy with the turnaround time for plan check and permits. Mr. Christopoulos stated we the City is 93% with plan check. Interim Director Christopoulos indicated that with the vacancies in the last three (3) months there has been a drop to 80%. Mr. Pendergast asked if Code Enforcement is assisting with the Strike Teams. Mr. Christopolous responded yes, CEDD has expanded by five (5) new officers to help with homelessness.
- Board Member Marsha Gonzalez inquired about the recruiting side and how the City is recruiting for vacancies. Mr. Christopolous stated by any means necessary, and even word of mouth. Ms. Gonzalez asked if the City uses the Universities here in the city. Mr. Christopolous said that Building and Safety uses tech. schools to bring in tradesmen.

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 Gonzalez. The motion passed unanimously.

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

Communications

- **Human Resources Director Updates –Rene Goldman, Human Resources Director**
 - Human Resources Director Rene Goldman informed the Board of high level pending recruitments and indicated that the City Manager is almost finalized and will be announced soon. Community Economic Development Director is in the process of being onboarded. Interviews are being conducted for the Diversity, Equity, Inclusion Officer (DEI).
 - Ms. Goldman shared that Open Enrollment for City employees ends November 18th.

- Director Goldman gave an update on policies for review through 2023 and stated that the process is taking a bit longer to go through the meet & confer process and Human Resources will continue to bring policies to the Board as they are ready.
- Board Member Marsha Gonzalez asked will there be staff under the new (DEI) position. Ms. Goldman responded yes in the future there will be staff.

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

- Board Member Brian Baird asked for an updated schedule of the Policies and Procedures to be brought in 2023.
- Board Member Marsha Gonzalez ask for an update on Riverside Redistricting.

Meeting was adjourned at 5:40 p.m. by Chair Kerry Pendergast.

Minutes submitted by: Michelle Stevens, Secretary Human Resources Board