



HUMAN RESOURCES BOARD

Meeting Minutes
Monday, August 07, 2017

Opening:

The regular meeting of the Human Resources Board was called to order at 5:00 p.m. on Monday, August 07, 2017 in the City Hall Art Pick Council Chamber by Chair Alysia Webb.

Present:

Alysia Webb
Deanna Brown
Sonya Dew
Claudia Rodriguez
Ha Nghia
Sherry Mellott (Arrived 5:03 p.m.)
Jennifer Humphreys
Michelle Stevens
Rosemary Koo
Daniel Alvarado

Excused Absence:

Unexcused Absence:

Elvira DeCuir

Public Comment Period:

- Jason Hunter spoke regarding the Performance Evaluation Policy (IV-1), and how the updated policy does not refer to the Employee/Employer Relations Resolution for non-represented employees.

Approval of May 01, 2017 Minutes

Approved: Deanna Brown
Second: Jennifer Humphreys

1. Board Attendance

- Board Member Deanna Brown motioned to excuse Board Member Sonya Dew's absence from the Human Resources Board meeting of May 1, 2017. Board Member Sherry Mellott seconded the motion.

Ayes: Brown, Mellott, Rodriguez, Nghia, Humphreys, Webb

Abstention: Dew

Absent: DeCuir

- Board Member Deanna Brown motioned to excuse Board Member Lana Haddad's absence from the Human Resources Board meeting of May 1, 2017. Board Member Sherry Mellott seconded the motion.

Ayes: Brown, Mellott, Rodriguez, Nghia, Humphreys, Webb

Abstention: Dew

Absent: DeCuir

- Board Member Deanna Brown motioned to excuse Board Member Lance Sayavong's absence from the Human Resources Board meeting of May 1, 2017. Board Member Sherry Mellott seconded the motion.

Ayes: Brown, Mellott, Rodriguez, Nghia, Humphreys, Webb

Abstention: Dew

Absent: DeCuir

Presentation

2. Departmental Presentation – Kris Martinez, Public Works Director

- Public Works Director Kris Martinez presented the Board with a PowerPoint presentation overview of the Public Works Department. The presentation included the six (6) services that the department provides (Storm Drains, Street Repairs, Street Sweeping, Traffic Engineering, Tree Trimming, and Wastewater (Sewer), budget structure, and diversity).
- Mrs. Martinez informed the Board about safety within the department, and informed the Board how safety plays a big role in the Public Works Department daily operations. Mrs. Martinez indicated that most safety training takes place on-site with an in house Safety Officer in an effort to ensure employees are trained for their job and have the proper certificates and licenses. Kris indicated that her department achieved a safety goal in November 2016. In November 2016, there were only 9 recordable incidents in a 12 month period reported to OSHA.
- Mrs. Martinez informed the Board that the Public Works Department is currently budgeted for 344 positions, and has 49 vacancies. Director Martinez indicated that the Public Works Department turnover rate has stayed consistent over the past 5 years taking into consideration in 2014, end of temporary assignments increased due to the loss of the crossing guard program.
- Board Member Sonya Dew inquired as to what the turnover statistics in 2016 were due to. Mrs. Martinez explained that quite a few were resignations (employees accepted another job, and personal reasons).
- Board Member Sonya Dew inquired as to what the departments leading issues are. Mrs. Martinez informed Mrs. Dew that there are very few disciplinary actions at this time, meaning the department does not have very many issues.
- Board Member Sonya Dew inquired about the 49 vacant positions. Mrs. Martinez explained that wastewater positions are tougher to fill, and have more requirements.
- Board Member Jennifer Humphreys inquired as to how there is such a large drop in incidents. Mrs. Martinez indicated that the department has monthly safety meetings and audits by the Safety Officer are always occurring, and there has been a tremendous amount of in-house training over the past 5-6 years. Mrs. Martinez indicated that she is very proud her department for meeting their safety goal.
- Board Member Ha Nghia asked if the department looks into why the incidents occurred and what mechanism is used. Mrs. Martinez explained that after each incident the department does an extensive review to determine what caused the accident to ensure it does not happen again. Mrs. Martinez indicated that her department uses tracking and monthly safety meetings to alleviate incidents.

Public Hearing

3. Conduct Public Hearing to Accept Public Comment Regarding Human Resources Personnel Policies and Procedures – Miriana Gonzalez, Principal Human Resources Analyst

- Board Member Deanna Brown asked how was the new performance appraisal was presented to City staff. Ms. Gonzalez informed the Board that the new performance appraisal was rolled out to all City staff, except sworn employees. Ms. Gonzalez, also informed the board that the numerical rating was removed and the employee self-rating was added.
- Deputy Human Resources Director Daniel Alvarado informed the Board that training was conducted for Supervisors/Managers and the feedback they received he said, "was a success."
- Board Member Sonya Dew inquired about the self-appraisal form and asked if it is optional and how many days an employee has to complete it. Ms. Gonzalez replied and said yes, the self-appraisal is optional and an employee has 10 days to complete the form.
- Board Member Ha Nghia asked are there any statistics. Ms. Gonzalez responded by saying, no not at this time it's still too early.

- Board Member Sonya Dew asked if there were any changes made to the policy regarding grievances. Ms. Gonzalez informed the board that there were no changes made in that section of the policy.
- Board Member Jennifer Humphreys asked if the City is looking at the performance evaluations submitted by employees who may want to grieve their evaluation. Ms. Gonzalez let the Board know that issues can be brought to Human Resources to ensure that they are properly addressed.
- Board Member Deanna Brown made a motion to close public hearing and send the Policy to City Council for adoption with a second by Board Member Jennifer Humphreys. The motion passed with seven (7) ayes.
- Deputy Human Resources Director Daniel Alvarado informed the Board that the Human Resources Department needs additional time to revise the Employee Leave Donation Plan Policy.
- Board Member Sonya Dew made a motion to move this policy revision to next month's board meeting with a second by Board Member Sherry Mellott. The motion passed with seven (7) ayes.

4. Human Resources Director Updates – Daniel Alvarado, Deputy Human Resources Director

- Deputy Human Resources Director Daniel Alvarado informed the Board that the City is recruiting for a few executive.
- Mr. Alvarado informed the Board that there is one vacancy left in the Human Resources Department. Deputy Director Alvarado informed the Board about Bring Your Kids to Work Day. Mr. Alvarado said it was a success. The Mayor and Council were in attendance to greet the kids in the morning as they arrived. 100 kids attended this special event, and there was a career fair for the kids to walk around and see what other departments do at the City.

5. Items for Future Human Resources Board Consideration – Alysia Webb, Chair

- Board Member Sonya Dew asked if the list of policies have been updated. Chair Alysia Webb said none have been updated and brought back to Board.

Adjournment: Meeting was adjourned at 5:52 p.m. by Chairperson Alysia Webb.

Minutes submitted by: Michelle Stevens