



HUMAN RESOURCES BOARD

Meeting Minutes
Monday, April 1, 2024

Opening:

The hybrid meeting of the Human Resources Board was called to order at 5:00 p.m. on Monday, April 1, 2024, by Chair Kerry Pendergast.

Present:

Makisha Alexander
Austin Attaway
Brian Baird
H. Martin DeCampos
Bedan Kamau
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 policy was presented:

- Volunteer Policy (I-9)
 - Deputy Human Resources Director, Colene Torres gave the Board a verbal overview of policy (I-12) Veterans' Preference. Ms. Torres indicated that the policy was last revised in July 2021.
 - Ms. Torres informed the Board that this policy includes revisions to establish clear guidelines and assist City Departments efficient and cost-effective programs.
 - Deputy Torres informed the Board that a revision was made to change the age requirement to 14 years of age to volunteer for the city.
 - Deputy Human Resources Director Torres informed the board that City Departments have a department liaison to coordinate the volunteers in each department. Human Resources provides and maintains all records.
 - Deputy Director Torres stated the city is in compliance with the following Code Title 29, Section 553.102 which states FLSA does not permit an individual to perform hours of volunteer service hours as the same type of services the employee is performing.
 - Board Member Brian Baird inquired about what are the common roles of a volunteer. Ms. Torres stated some examples Museum – Insect Night, Library – re-stocking books, Human Resources – greeting customers, answering our main phone line.
 - Vice Chair Martin H. DeCampos inquired why employees are unable to volunteer in other departments. Ms. Goldman stated we must follow FLSA guidelines.
 - Board Member Brian Baird motioned to approve the policy as presented with a second by Board Member Austin Attaway. The policy passed unanimously.

Ayes: DeCampos, Baird, Pendergast, Alexander, Kamau, and Attaway

Absent:

Discussion Calendar

1. Nomination and Election of Board Officers – Kerry Pendergast, Chair

- Nomination (s) for Chair – Board Member Brian Baird nominated Kerry Pendergast for Chair. Chair Kerry Pendergast accepted the nomination. Board Member Austin Attaway seconded the nomination. The motion passed unanimously.

Ayes: DeCampos, Baird, Attaway, Kamau and Gonzalez

No:

Obstain: Pendergast

- Nomination (s) for Vice-Chair – Board Member Brian Baird nominated H. Martin DeCampos for Vice-Chair. Vice Chair H. Martin DeCampos accepted the nomination. Board Member Austin Attaway seconded the nomination. The motion passed unanimously.

Ayes: Attaway, Baird, Gonzalez, Kamau and Pendergast

No:

Obstain: DeCampos

Department Presentation

- Pamela Galera Parks, Recreation and Community Services Director presented the Board with a PowerPoint presentation overview of her Department. The presentation included the department's mission/vision, organizational chart, department functions, budget, employee statistics, development/training, goals, and success/challenges.
- Ms. Galera informed the Board that the department has 360 FTE's within five (5) divisions. Park and Recreation has promoted 25 individuals and has 22 FTE's remaining to fill.
- Director Pamela Galera stated that as of January 2023 the department had lowered the age requirement to 15 years of age to be a lifeguard. Along with completed the salary studies for Parks Division and Recreation.
- Director Galera pointed out that morale and recognition is important in her department for employees to engage in focus groups, take advantage of training offered by Human Resources, recognition at Council and Commission meetings, along with their annual department brunch.
- Vice Chair Martin H. DeCampos inquired about funding and is your team interested in corporate sponsors. Ms. Galera responded by stating the biggest funding our department receives is through grants and special programs. A big grant we currently are receiving is ARCA grant, along with Park and Recreation staff reaching out to non-profit groups and continue to look citywide for fundraisers.
- Board Member Dr. Bedan Kamau inquired about the challenges and compaction issues your department has and have you explored any technology. Ms. Galera stated we use a new software program that allows staff to look for additional hours' work.
- Board Member Austin Attaway inquired about what is your departments recruitment strategies. Ms. Galera stated we are currently focused on Recreation

Leaders/Lifeguards and turning the application process/onboarding process into a one-day process.

- Board Member Makisha Alexander inquired what are the compaction/salary issues you're facing. Ms. Galera stated that the Human Resources department is currently looking at our department to ensure compaction issues don't arise.
- Chair Kerry Pendergast inquired about funding and safety issues. Ms. Galera stated that with Park and Neighborhood Specialist (PANS) from the Police Department enforcing and assisting with safety concerns has been a big help.

Minutes

- **Review and Approval of April 1, 2024, Minutes**

- Board Member Austin Attaway motioned to approve the minutes as presented with a second by Vice Chair Martin H. DeCampos. The motion passed unanimously.

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

Absent:

Communications

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

- Human Resources Director Rene Goldman informed the Board that 3 Council Members will be onboarded on April 9th.
- Ms. Goldman informed the Board the Deputy Finance Director will be onboarded on April 29th.
- Human Resources Director Goldman stated in May our Workforce Development Team will celebrate the graduation of our Foundation of Supervision.
- Director Goldman stated since we launched our Education Reimbursement Program, we have received 45 participants.

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

- a. No items identified.

Meeting was adjourned at 5:51 p.m. by Chair Kerry Pendergast.

Minutes submitted by: Michelle Stevens, Secretary Human Resources Board