



HUMAN RESOURCES BOARD

Meeting Minutes
Tuesday, September 14, 2021

Opening:

The hybrid meeting of the Human Resources Board was called to order at 5:01 p.m. on Tuesday, September 14, 2021 by Chair Deanna Brown.

Present:

David Snow
Brian Baird
Kerry Pendergast
H. Martin DeCampos
Giovanny Palacios
Deanna Brown
Michelle Stevens
Rosemary Koo
Rene Goldman

Absent:

Jayne Reid

1. Public Comment Period:

- No Public Comments

2. Conduct Public Hearing to Accept Public Comment Regarding Human Resources Personnel Policies and Procedures

Chair Deanna Brown opened public hearing and the following policy was presented:

- Telecommuting Program for FLSA Exempt Employees Policy (II-11)
- Deputy Human Resources Director, Colene Torres gave the Board a verbal overview of policy (II-11) Telecommuting Program for FLSA Exempt Employees. Ms. Torres informed the Board that this policy was originally adopted in March 2020. Ms. Torres indicated that the policy includes revisions to clarify that out-of-state telecommuting arrangements are not allowed. Additionally, the revisions include a new section that indicates City Management has the discretion to discontinue a telecommute arrangement as employees do not have a vested right to telecommute. The revisions also specify that telecommute arrangements may not be used to circumvent the City's leave provisions.
- Ms. Torres also added that a new section was added to inform employees that the City of Riverside is a government agency and that employees take an oath and are required to act as Disaster Service Workers and report for duty in an event of a disaster as defined in Section 3100 of the California Government Code.
- Deputy Human Resources Director Torres also made note that the revisions establish uniform guidelines for eligibility, hours and availability, work location, equipment, supplies and support, confidentiality, limitations, frequency, and duration. Ms. Torres indicated that this policy, also includes administrative changes to reflect process changes and to conform to a city-wide format.
- Ms. Torres informed the Board that this policy aligns with each of the five cross-cutting threads (Community Trust, Equity, Fiscal Responsibility, Innovation, and Sustainability & Resiliency).
- Board Member David Snow asked for clarification and inquired if this policy is for exempt employees only. Ms. Torres replied and informed Mr. Snow that this policy is only intended for FLSA exempt employees.

- Board Member Snow indicated that there is a fiscal impact with this policy such as purchasing hardware and software. Ms. Torres informed Mr. Snow that the City received funding from the Cares Act to purchase all equipment associated with telecommuting.
- Board Member H. Martin DeCampos inquired about out-of-state telecommuting and asked if it is addressed on a case-by-case basis. Ms. Torres clarified that under the current policy permanent telecommuting from out of state is not allowed.
- Board Member Brian Baird asked what a pay period consists of and if it is equivalent to one week. Ms. Torres informed Board Member Baird that a pay period for the City consists of two weeks.
- Board Member Brian Baird motioned to approve the policy as presented with a second by Vice-Chair Kerry Pendergast. **The motion passed unanimously.**

Ayes: Pendergast, Baird, DeCampos, Palacios, and Brown

No: Snow

Absent: Reid

Consent Calendar

Minutes

3. Review and Approval of July 12, 2021 Minutes

- Vice Chair Kerry Pendergast motioned to approve the minutes as presented with a second by Board Member Brian Baird. The motion passed unanimously.

Ayes: Snow, Baird, Palacios, Pendergast, DeCampos, and Brown

No:

Absent: Reid

Board Attendance

1. Vice Chair Kerry Pendergast motioned to excuse Board Member Brian Baird absence from the Human Resources Board meeting on July 12, 2021. Board Member H. Martin DeCampos seconded the motion. The motion passed unanimously.
2. Vice Chair Kerry Pendergast motioned to excuse Board Member Giovanni Palacios absence from the Human Resources Board meeting on July 12, 2021. Board Member H. Martin DeCampos seconded the motion. The motion passed unanimously.

Ayes: Snow, Baird, Pendergast, DeCampos, Palacios and Brown

No:

Absent: Reid

Communications

3. Human Resources Director Updates – Rene Goldman, Human Resources Director

- Human Resources Director, Rene Goldman informed the Board that the Human Resources Department launched a citywide web based diversity training in August.
- Ms. Goldman informed the Board that the City is currently recruiting for Parks, Recreation and Community Services Director.

4. Items for Future Human Resources Board Consideration – Deanna Brown, Chair

- Chair Brown requested an updated list of policies to be presented to the Board at the next meeting.
- Chair Brown requested an update on Covid Vaccinations for the City.

Meeting was adjourned at 5:35 p.m. by Chair Deanna Brown.

Minutes submitted by: Michelle Stevens