



HUMAN RESOURCES BOARD

Meeting Minutes
Monday, June 01, 2015

Opening:

The regular meeting of the Human Resources Board was called to order at 5:00 p.m. on Monday, June 01, 2015 in the City Hall Art Pick Council Chamber by Chair Sonya Dew.

Present:

Alysia Webb
Darron Thompson
Elvira DeCuir
Lance Sayavong
Norman Powell
Rafael Elizalde
Sonya Dew
Colene Torres
Brenda Diederichs
Gregg Gu

Excused Absence:

Tricia Eibs

Unexcused Absence:

Guests:

Emilio Ramirez, Interim Community Development Director
Karen Logue, Deputy Human Resources Director
Pia Rose, Deputy Human Resources Director

Public Comment Period:

- Jason Hunter addressed the Board.
- Raychele Sterling addressed the Board.
- Becky Whatley addressed the Board.

A. Approval of May 04, 2015 Minutes

Approved: Rafael Elizalde
Second: Elvira DeCuir
Ayes: All

B. Agenda Items

At the direction of Chairperson Sonya Dew, agenda item numbers 7 and 8 were taken out of turn.

1. Departmental Presentation – Emilio Ramirez, Interim Community Development Director

- Interim Community Development Director Emilio Ramirez provided the Board with a PowerPoint presentation overview of the Community Development Department. This included an overview of the department's retention/turnover rate, current workforce, EEO breakdown, sick leave usage and training and development opportunities.
- Mr. Ramirez informed the Board that the Community Development Department relies heavily on the Human Resources Department for expertise in recruitment outreach.
- Mr. Ramirez indicated that the Human Resources Department has provided the Community Development Department with applicant pools that have been diverse with highly qualified individuals.

- Mr. Ramirez informed the Board of current employment opportunities within the department. Mr. Ramirez indicated that an executive search firm has been hired to recruit for the Community Development Director position. Board Member Alysia Webb inquired as to how cost effective it is to hire an executive search firm to fill vacancies. Mr. Ramirez responded and indicated that since these charges are not appropriated in the budget the department utilizes professional services to hire recruitment search firms.
- Board Member Lance Sayavong indicated that he is willing to partner with the Community Development Department and provide assistance with recruiting efforts such as advocating to hire veterans.
- Board Member Elvira Decuir inquired as to what efforts are in place to provide the community with more healthy food restaurants. Interim Director Ramirez responded and indicated that health initiatives are coordinated through Erin Gettis of the Community Development Department. Mr. Ramirez indicated that the department's healthy initiatives include Grow Riverside and Farm to Fork. Interim Director Ramirez indicated that more information regarding these health initiatives can be located on Explore Riverside.
- Interim Community Development Director Emilio Ramirez indicated that two (2) internal committees have been formed within the department in an effort to improve morale. Mr. Ramirez indicated that the purpose of these committees is to present morale issues and potential solutions to the Department Director. Mr. Ramirez indicated that this committee was successful in having the 9/80 work schedule reinstated. Interim Director Ramirez informed the Board that this committee also plans fun social events for the department.
- Board Member Darron Thompson applauded the Community Development Department for their efforts to boost morale.

2. Human Resources Board Ad-Hoc Committee Report – Alysia Webb

- Vice-Chair Alysia Webb gave Board Members DeCuir, Thompson and Sayavong an overview of the Human Resources Board Ad-Hoc Committee. Vice-Chair Webb indicated that she has been tasked with creating meeting procedures/rules for members of the public and Human Resources Board Members to abide by during Board meetings.
- Vice-Chair Webb indicated that she would have a draft report to the Board by July 6, 2015.

3. Classification Update Regarding At-Will Employees – Brenda Diederichs, Human Resources Director

- Human Resources Director Brenda Diederichs informed the Board that the Human Resources Department created additional unit definitions that will be included in the Employer/Employee Relations Resolution. Ms. Diederichs indicated that these definitions will include Confidential, Para-Professional, Professional, Technical, Management and Supervisory units.
- Ms. Diederichs indicated that benefits will be adjusted to ensure alignment with employees current benefit packages.
- Vice-Chair Alysia Webb inquired as to how this conversion will effect at-will employees who were previously terminated. Ms. Diederichs indicated that the City will not be retroactively accessing employees that were terminated.

4. Summer Work Experience Program (SWEP) – Brenda Diederichs, Human Resources Director

- Human Resources Director Brenda Diederichs informed the Board that the City has hired fifteen youth for summer programs this year. Chairperson Sonya Dew inquired as to where these youth will be assigned. Ms. Diederichs responded and indicated that the majority of youth will be assigned to Parks, Recreation and Community Services.
- Ms. Diederichs indicated that the Human Resources Department is actively seeking grants for youth programs.

5. Human Resources Director Updates – Brenda Diederichs, Human Resources Director

- Human Resources Director Brenda Diederichs informed the Board that effective July 1, 2015, the Healthy Workplaces, Healthy Families Act of 2014 (Paid Sick Leave Law) takes effect. Ms. Diederichs indicated that the City will implement a new sick leave accrual method for all non-benefited employees who have been employed with the City for less than two (2) years.
- Vice-Chair Alysia Webb inquired as to if this is a federal or state mandate. Ms. Diederichs responded and indicated that she would send the Board a summary of the Healthy Workplaces, Healthy Families Act of 2014.

6. Discussion Regarding the Time/Location of HR Board Meetings – Sonya Dew, Chairperson

- At the request of Vice-Chair Alysia Webb this item was tabled until Mrs. Webb's Ad-Hoc Committee Report is available.

Public Comment Period:

- Jason Hunter addressed the Board.

7. Future Discussion Items – Norman Powell, Chair

- No items identified.

Adjournment: Meeting was adjourned at 6:18 p.m. by Chairperson Sonya Dew.

Minutes submitted by: Colene Torres _____