



HUMAN RESOURCES BOARD

Meeting Minutes
Monday, September 14, 2015

Opening:

The regular meeting of the Human Resources Board was called to order at 5:00 p.m. on Monday, September 14, 2015 in the City Hall Art Pick Council Chamber by Chair Sonya Dew.

Present:

Alysia Webb
Deanna Brown
Darron Thompson
Lance Sayavong (Arrived 5:18)
Norman Powell
Sonya Dew
Tricia Eibs
Colene Torres
Brenda Diederichs
Gregg Gu

Excused Absence:

Elvira DeCuir
Rafael Elizalde

Unexcused Absence:

Guests:

Tom Boyd, Public Works Director
Tina English, Deputy Public Works Director
Pia Rose, Deputy Human Resources Director
Karen Logue, Deputy Human Resources Director
Jenna Combs, Principal Human Resources Analyst

Public Comment Period:

- Jason Hunter addressed the Board.

A. Approval of August 3, 2015 Minutes

Approved: Alysia Webb
Second: Deanna Brown
Ayes: All

B. Agenda Items

1. Departmental Presentation – Tom Boyd, Public Works Director

- Public Works Director Tom Boyd provided the Board with a PowerPoint presentation overview of the Public Works Department. This included an overview of the department's organization chart, services, accomplishments, ethnic breakdown, employee morale, and turnover rate.
- Director Boyd informed the Board that the Public Works Department established a target of reducing OSHA recordable incidents by twenty percent. Mr. Boyd indicated that a department wide team of managers worked together to establish new training programs and review and update operational procedures regarding safety. Mr. Boyd proudly announced that in 2014, the Public Works Department achieved a fifty percent reduction in OSHA recordable incidents.

- Chairperson Sonya Dew inquired as to if there are any incentives in place for employees that help reduce OSHA incidents. Mr. Boyd responded and indicated that the Public Works Department does have a breakfast/lunch incentive program that is provided to employees for maintaining a safe working environment.
- Vice Chair Alysia Webb inquired as to why animal services are contracted out. Public Works Director Tom Boyd responded and indicated that animal services are contracted out as a result of cost savings to the City.
- Chairperson Sonya Dew inquired if treated wastewater can be recycled. Public Works Director Tom Boyd responded and indicated that due to state regulations the City must redirect treated wastewater back to the Santa Ana River. Mr. Boyd informed the Board that the Public Works Department is working on implementing a water recycling program.
- Board Member Darron Thompson applauded the Public Works Department for their quick responsiveness in cleaning up graffiti within twenty four hours.

Public Comment Period:

- Jason Hunter addressed the Board.

2. Conduct Public Hearing to Accept Public Testimony Regarding Human Resources Personnel Policies and Procedures – Sonya Dew, Chairperson

- Drug and Alcohol Policy for Employees (Except Fire Engineers) In Safety-Sensitive Classifications
- Board Member Norman Powell indicated that he did not recall previously reviewing policy III-9. Human Resources Director Brenda Diederichs informed the Board that this policy was not previously given to the Board for review due to the short deadline given by the Federal Transit Administration.
- 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 Tricia Eibs. The motion passed with six (6) ayes and one (1) opposed.

Public Comment Period:

- Jason Hunter addressed the Board.

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

- Human Resources Director Brenda Diederichs informed the Board that the City of Riverside partnered with SEIU for “Walk a Day in My Shoes.” Ms. Diederichs applauded Becky Whatley for collaborating with the City in making this event a success.
- Ms. Diederichs informed the Board that the recruitment division is mapping out the recruitment process in an effort to ensure efficiency.
- Director Diederichs informed the Board that the revisions to the Employee Handbook are nearly complete and a copy will be provided to the Board.
- Ms. Diederichs informed the Board that the Non-Classified Project is still underway and changes to the Employer Employee Relations Resolution (EERR) have been to out to all unions.

Public Comment Period:

Jason Hunter addressed the Board.

4. Future Discussion Items – Sonya Dew, Chair

- Vice Chair Alysia Webb requested an item regarding procedures for applying for a job online be placed on a future agenda.

Adjournment: Meeting was adjourned at 5:56 p.m. by Chairperson Sonya Dew.

Minutes submitted by: Colene Torres