



HUMAN RESOURCES BOARD

Meeting Minutes
Monday, January 04, 2016

Opening:

The regular meeting of the Human Resources Board was called to order at 5:00 p.m. on Monday, January 04, 2016 in the City Hall Art Pick Council Chamber by Chair Sonya Dew.

Present:

Alysia Webb
Deanna Brown
Elvira DeCuir (Arrived 5:04 p.m.)
Lance Sayavong
Norman Powell
Rafael Elizalde
Sonya Dew
Tricia Eibs
Michelle Stevens
Brenda Diederichs
Rahman Gerren

Excused Absence:

Darron Thompson

Unexcused Absence:

Guests:

Pia Rose, Deputy Human Resources Director
Karen Logue, Deputy Human Resources Director

Public Comment Period:

- No comments made.

A. Approval of December 07, 2015 Minutes

Approved: Alysia Webb
Second: Norman Powell

B. Agenda Items

1. Employee Handbook Update – Brenda Diederichs, Human Resources Director

- Human Resources Director Brenda Diederichs presented the Board with a PowerPoint presentation overview of the revised Employee Handbook. Ms. Diederichs also presented the Board with a copy of the previous Employee Handbook. Ms. Diederichs informed the Board that the Employee Handbook had not been updated in many years.
- Chairperson Sonya Dew asked if the formal grievance and appeals process can be included in the Employee Handbook. Ms. Diederichs replied and indicated that all non-represented employees can refer to the Employer Employee Relations Resolution (EERR) and all represented employees can refer to their respective Memorandum of Understanding (MOU). Ms. Diederichs informed Mrs. Dew that the appeals process is located in the Discipline Policy and can be added to the Employee Handbook.
- Chairperson Sonya Dew inquired about adding whistleblower language to the Employee Handbook. Ms. Diederichs replied and indicated that the City currently refers employees to the Discipline Policy for whistleblowing.

- Chairperson Sonya Dew indicated that Harassment Prevention is not included in the Employee Handbook. Human Resources Director Brenda Diederichs indicated that Harassment Prevention is covered under Training and Development and next time the Employee Handbook is updated this information will be included.

Public Comment Period:

- Jason Hunter spoke regarding the Employee Handbook and indicated that it has not been updated since 2007.
- Jason Hunter spoke regarding the Employee Handbook and indicated that this document should be used as a reference for policies and municipal codes. Mr. Hunter requested that the grievance/appeals process and whistleblower language be added to the Employee Handbook.
- Jason Hunter spoke regarding employees' rights and inquired as to why non-represented units are included in the EERR.

2. Human Resources Board Role Clarification (RMC 2.36.030) – Rafael Elizalde, Board Member

- Board Member Rafael Elizalde stated that the Human Resources Board should have their investigatory powers restored. Mr. Elizalde indicated that the Board previously had these rights prior to 2005.
- Mr. Elizalde stated that he would like to recommend to the City Manager, that the Human Resources Board be reinstated their investigatory powers and have the ability to make recommendations to the City Council.
- Board Member Tricia Eibs indicated that if an employee has a grievance a team of investigators should be sent out to investigate the allegations. Mrs. Eibs stated that the Human Resources Board does not have proper training in this area to investigate. Board Member Rafael Elizalde indicated that he believes that the Human Resources Board should hear appeals and make recommendations to the City Council.
- Chairperson Sonya Dew inquired as to what the Human Resources Board would like their role to be. Mrs. Dew suggested that an Ad-Hoc Committee be formed. Board Member Lance Sayavong volunteered to be on this committee.
- Board Member Tricia Eibs indicated that the Human Resources Board has only heard one (1) grievance in the past three (3) years. Mrs. Eibs indicated that procedures regarding this matter need to be put in place.
- The Human Resources Board asked Ms. Diederichs if they could vote on restoring their investigatory powers. Ms. Diederichs responded and indicated that the Human Resources Board does not have rights to act on this matter at this time.
- Board Member Elvira DeCuir inquired as to if the Human Resources Board is qualified to conduct their own investigations. Human Resources Director Brenda Diederichs responded and indicated that historical language on this issue can be pulled and will be brought before the Human Resources Board at the February meeting.
- Board Member Elvira DeCuir asked what the purpose of the Human Resources Board is and recommended that the Boards investigatory powers be restored.
- Chairperson Sonya Dew requested that Ms. Diederichs bring historical documents regarding the Boards investigatory powers to the February meeting so the Board can vote and make a recommendation to the City Council to amend Municipal Code 2.36.030 and have their investigatory powers restored.

3. Human Resources Board Ad-Hoc Committee Update – Alysia Webb, Vice-Chair

- Vice Chair Alysia Webb presented the Board with a copy of the Standing Rules of the Human Resources Board. Mrs. Webb stated that the Board first needs to know what the difference between a grievance and an appeal.
- Mrs. Webb inquired as to how many times the Board would like to see public comment on the agenda.
- Board Member Tricia Eibs requested that a no cell phone rule be added to the meeting rules.
- Chairperson Sonya Dew requested that the Ad-Hoc Committee finalize the meeting rules and bring them back to the February meeting for adoption.
- Board Member Rafael Elizalde requested that Ms. Diederichs provide the Board with a copy of the EERR at the February Board Meeting.

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

- Human Resources Director Brenda Diederichs informed the Board that a new performance evaluation tool will be presented to all Department Heads on January 6th.
- Ms. Diederichs informed the Board that the Recruitment and Selection mapping process is currently being revised.
- Human Resources Director Brenda Diederichs indicated that the Human Resources Department is currently identifying ways to conduct background/reference checks inhuman resources via a contract firm to expedite the reference check process.
- Board Member Lance Sayavong inquired as to how many people work in the Human Resources Department. Ms. Diederichs replied and indicated that there are twenty eight FTE's.

Public Comment Period:

- Jason Hunter spoke regarding the rules and powers of the Human Resources Board. Mr. Hunter indicated that the Board is misdirected by City staff.
- Jason Hunter spoke regarding the EERR and asked why this resolution was taken directly to the City Council without the Human Resources Boards consent.
- Jason Hunter spoke regarding public comment period. Mr. Hunter stated that public comment should be before and after each presentation and agenda item.
- Becky Whatley spoke regarding public comment period. Ms. Whatley indicated that the Human Resources Board public comment period is different than all other Boards and Commissions in the City.

5. Issues for Future Discussion:

- Board Member Rafael Elizalde requested that the Employee Relations Officer give a presentation regarding the grievance/appeals process at the February Board meeting.

Adjournment: Meeting was adjourned at 6:10 p.m. by Chairperson Sonya Dew.

Minutes submitted by: Michelle Stevens