



HUMAN RESOURCES BOARD

Meeting Minutes
Monday, June 06, 2016

Opening:

The regular meeting of the Human Resources Board was called to order at 5:00 p.m. on Monday, June 06, 2016 in the City Hall Art Pick Council Chamber by Vice-Chair Alysia Webb.

Present:

Alysia Webb
Deanna Brown
Lana Haddad
Lance Sayavong
Rafael Elizalde
Tricia Eibs
Karen Logue
Colene Torres
Robert Hansen

Excused Absence:

Darron Thompson
Elvira DeCuir
Sonya Dew

Unexcused Absence:

Guests:

Pia Rose, Deputy Human Resources Director
Miriana Gonzalez, Principal Human Resources Analyst

Public Comment Period:

- No comments made.

A. Approval of May 02, 2016 Minutes

Approved: Deanna Brown
Second: Tricia Eibs
Abstention: Lana Haddad

B. Agenda Items

- **Wellness Program Presentation – Miriana Gonzalez, Principal Human Resources Analyst**
 - Principal Human Resources Analyst Miriana Gonzalez provided the Board with a PowerPoint presentation on activities of the City of Riverside's Wellness Program.
 - Ms. Gonzalez informed the Board of the key components of the Wellness Program such as funding sources, future wellness initiatives, and the various wellness activities and challenges associated with the program.
 - Ms. Gonzalez indicated that the City of Riverside has held a total of six (6) Employee Wellness Fairs since 2010. Ms. Gonzalez provided the Board with a broad overview of the activities involved with the Wellness Fair, such as health screenings, farmers' market, and live demonstrations from various vendors.
 - Principal Human Resources Analyst Miriana Gonzalez informed the Board that the City of Riverside has achieved a reduction in 2013 with Anthem Blue Cross Premium Rates and 2016 Kaiser Premium Rates. Ms. Gonzalez indicated that this reduction is due to low utilization attributed to employees living a healthier lifestyle.

Public Comment Period:

- No comments made.

2. Review and Approve Proposed Hearing Procedure Rules – Bob Hansen, Assistant City Attorney

- Assistant City Attorney Bob Hansen provided the Board with an overview of the proposed hearing procedure rules concerning appeals of personnel matters for all non-represented classified employees. Mr. Hansen briefly reviewed each number and section of the hearing procedure rules.
- Mr. Hansen informed the Board that all appeals to the Human Resources Board concerning personnel matters shall be heard at a Special Meeting of the Human Resources Board. Mr. Hansen also informed that Board that all appeals to the Human Resources Board shall be held in closed session unless the employee elects to have the matter heard in open session.
- The Board requested Mr. Hansen revise section four of the hearing procedure rules to include that all evidence be submitted to the Board 1-2 weeks prior to the hearing.
- Board Member Deanna Brown indicated that she would like the hearing procedure rules to include a specific timeframe in which the appellant may appeal their case and include a timeframe if the appellant is not available on the scheduled date.
- Board Member Brown also requested a provision to the hearing procedure rules to include a declaration under penalty of perjury statement.
- Board Member Rafael Elizalde inquired as to if the Board would have access to the appellants personnel file. Assistant City Attorney Bob Hansen responded and informed Mr. Elizalde that the Board would not have access to the appellant's personnel file.
- Board Member Lance Sayavong requested to have all evidence submitted to the Board twenty four hours in advance.
- Board Member Deanna Brown asked Ms. Rose whose responsibility it will be to keep all witnesses separated from others at the grievance hearing. Ms. Rose responded and indicated that City Hall has various conference rooms available that will accommodate this concern.
- Assistant City Attorney Bob Hansen informed the Board that all grievance hearings will be held as "Special Meetings" so that there are no conflicts with regular scheduled Board business.
- Board Member Deanna Brown requested a revision to the hearing rules to include a timeframe in which the grieving employee files an appeal of the personnel matter and the hearing is scheduled. Ms. Brown motioned to set the timeframe no more than sixty calendar days. Board Member Lana Haddad seconded the motion. The motion passed unanimously.
- Assistant City Attorney Bob Hansen informed the Board that each party may request one continuance.
- Board Member Deanna Brown made a motion and requested a revision to the hearing rules to include language that states prior to the hearing date a continuance may be permitted of fifteen days. Ms. Brown stated that the request for a continuance has to occur seventy two hours prior to the hearing date and time. Board Member Tricia Eibs seconded the motion. The motion passed unanimously.
- Board Member Deanna Brown motioned to have all documentary evidence submitted to the Board ten days prior to the hearing date. Board Member Lance Sayavong seconded the motion. Assistant City Attorney Bob Hansen informed the Board that closed session documents are closed session protected. Board Member Deanna Brown motioned to strike her motion. Board Member Lance Sayavong seconded the motion to strike the previous motion. The motion passed unanimously.
- Board Member Lana Haddad motioned to adopt the hearing rules as amended. Board Member Deanna Brown seconded the motion. The motion passed unanimously.
- Board Member Lance Sayavong made a motion and directed the Human Resources Department to set a hearing date for an upcoming grievance. Board Member Tricia Eibs seconded the motion. The motion passed unanimously.

3. Human Resources Director Updates

- Deputy Human Resources Director Karen Logue informed the Board that Geriann Kingslan has been appointed as the Interim Human Resources Director.

Public Comment Period:

- No comments made.

4. Issues for Future Discussion:

- Board Member Haddad requested an update on succession planning and demographics for the City of Riverside.

Adjournment: Meeting was adjourned at 6:22 p.m. by Vice-Chair Alysia Webb.

Minutes submitted by: Colene Torres