



*City of Arts & Innovation*

# City Council Memorandum

**TO: HONORABLE MAYOR AND CITY COUNCIL      DATE: SEPTEMBER 27, 2016**

**FROM: INTERNAL AUDIT DIVISION      WARDS: ALL**

**SUBJECT: ACTION PLAN IN RESPONSE TO RECOMMENDATIONS FROM THE  
RECENTLY PRESENTED PERFORMANCE AND FINANCIAL AUDITS OF THE  
HUMAN RESOURCES DEPARTMENT**

## **ISSUES:**

Receive, review, and provide input on the Action Plan prepared by staff to implement recommendations from the recently presented Performance Audit and Financial Expenditure Review of the Human Resources Department; and direct staff to return in six months with a status update on the Action Plan.

## **RECOMMENDATIONS:**

That the City Council:

1. Receive, review, and provide input on the Action Plan to implement recommendations from the recently presented Performance Audit and Financial Expenditure Review of the Human Resources Department; and
2. Direct staff to return in six months with a status update on the Action Plan.

## **BACKGROUND:**

On July 26, 2016, a Performance Audit and Financial Review of 2013-2015 Expenditures for the Human Resources Department was presented to the City Council. The agenda item included an initial response from staff to each of the audit recommendations. City Council accepted the report and directed the Human Resources Department staff to return in September 2016 with a detailed action plan and timeline, including the financial impact.

## **DISCUSSION:**

The Human Resources Department Performance Audit and Financial Review of Expenditures consisted of fifty four (54) recommendations. To date several actions have been implemented, and the remaining recommendations will be addressed over the next two to three years, by January 2019.

Independent of the Human Resources Department Audit conducted by Matrix Consulting, the department has identified the following enhancements that have been implemented or are being considered for implementation:

- Provide **cross-training opportunities** for staff in various functional areas to further enhance their knowledge base.
- Engage in **team building** initiatives with various functional work groups in partnership with the labor union and department management teams.
- Revive the training for supervisors and managers on **Family Medical Leave Act (FMLA)** to ensure compliance with the law.
- Research opportunity for **automating employee submissions of leave of absence requests** using the department's existing system.
- Develop a quarterly **Human Resources Newsletter** to inform and educate the City employee population on employment trends and other relevant topics.
- Develop a **Citywide training program** with City employees as expert instructors.
- Research opportunities for hosting **Brown Bag Lunch Sessions** with employees on relevant workforce topics.

### **FISCAL IMPACT:**

There is no fiscal impact associated with review of the Action Plan at this time. If necessary, authorization for expenditure of funds will be brought back at a later date on a case by case basis.

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Approved as to form:	Gary G. Geuss, City Attorney

### **Attachments:**

1. Performance Audit and Financial Expenditure Review Action Plan
2. Presentation