



## HUMAN RESOURCES BOARD

Meeting Minutes  
Monday, September 9, 2016

### Opening:

The regular meeting of the Human Resources Board was called to order at 5:00 p.m. on Monday, September 12, 2016 in the City Hall Art Pick Council Chamber by Chair Sonya Dew.

### Present:

Alysia Webb  
Deanna Brown  
Lana Haddad  
Lance Sayavong  
Sherry Mellott  
Sonya Dew  
Colene Torres  
Pia Rose

### Excused Absence:

Elvira DeCuir  
Tricia Eibs

### Unexcused Absence:

### Public Comment Period:

- No comments made.

### A. Approval of July 11, 2016 Minutes

Approved: Lana Haddad  
Second: Deanna Brown

### B. Agenda Items

#### 1. Human Resources Department Recognition Presentation – Pia Rose, Interim Human Resources Director

- Interim Human Resources Director Pia Rose provided the Board with a PowerPoint presentation overview recognizing accomplishments of the Human Resources Department over the past year.
- Mrs. Rose informed the Board that the Human Resources Department is an internal resource department and gave the Board a synopsis of each division's high level functionalities.
- Interim Human Resources Director Pia Rose informed the Board of the City's Partnership Compensation Model. Mrs. Rose indicated that the general fund has four main sources of income that pay for essential public services delivered by City employees. The funding sources are sales tax, property tax, hotel tax and utility consumption tax. Mrs. Rose stated that the Partnership Compensation Model will allow for all future salary increases to be tied to the City's financial health, health care premium increases to be split 50/50, and the city and employees to share pension costs.
- Board Member Lana Haddad asked if public safety is also paying their own pension costs. Interim Human Resources Director Pia Rose responded and informed Ms. Haddad that Fire has agreed to have a progressive schedule to pay their own pension costs.
- Mrs. Rose informed the Board that the Human Resources Department recently rolled out a new performance appraisal process for supervisors and managers.
- Board Member Lana Haddad inquired as to how the new appraisal process works. Interim Human Resources Director Pia Rose indicated that the new form is a self-evaluation and employees are asked to rate their performance in each area. The rationale is to encourage the philosophy of continuous improvement and for all employees to strive to do better than average.

- Board Member Lana Haddad requested that the new performance evaluation form be presented at the next Board meeting.
- Board Member Lance Sayavong asked Mrs. Rose to define the recruitment process. Mr. Sayavong also encouraged the City to connect with veterans and provided the Board with a list of veteran representatives in the Riverside area.
- Interim Human Resources Director Pia Rose informed the Board that 292 new employees were hired in 2015. Mr. Sayavong requested a breakdown of the positions that were filled.

## **2. On-Boarding Update – Deona Knight, Principal Human Resources Analyst**

- Principal Human Resources Analyst Deona Knight provided the Board with a verbal update on the onboarding process.
- Mrs. Knight informed the Board that all departments have been trained on the online requisition process. Mrs. Knight stated that this process was previously done via paper.
- Principal Human Resources Analyst Deona Knight informed the Board that the City has hired Sterling Infosystems Inc. to conduct background checks.
- Principal Human Resources Analyst Deona Knight informed the Board that there has been a change to Pre-employment Group 1 Physicals which will require only a drug screen for sedentary positions. Mrs. Knight indicated that all other positions will still require a physical exam. Mrs. Knight noted that this change is expected to have a significant cost savings.
- Principal Human Resources Analyst Knight informed the Board that onboarding and new hire orientation has been combined into a half-day session. Mrs. Knight indicated that the new process ensures new hires receive information within the first thirty days of employment.
- Vice-Chair Alysia Webb inquired as to how long the process takes to hire an employee once an offer is extended. Mrs. Knight responded and indicated that thirty days is the average time it takes to hire an employee following an offer.

## **3. Human Resources Director Updates – Pia Rose, Interim Human Resources Director**

- Interim Human Resources Director Pia Rose informed the Board that interviews have been scheduled for the Human Resources Director recruitment.
- Mrs. Rose indicated that the Human Resources Department is currently recruiting for a Safety Officer, Principal Human Resources Analyst (Training Division) and a Deputy Human Resources Director.
- Interim Human Resources Director Pia Rose provided the Board with a verbal overview of EEO statistics regarding Citywide-Regular Employees. The data compared 2014, 2015 and 2016. The City continues to improve diversity of its employee population.
- Board Member Lana Haddad requested that Mrs. Rose return to the Board with a new hire and promotion report categorizing pay, gender, race, ethnicity, veteran status, and the level of pay the employee is being hired at.
- Interim Director Rose informed Mrs. Haddad that the current HR system is very archaic and may not be able to furnish the requested information.

### **Public Comment Period:**

- No comments made.

## **4. Issues for Future Discussion:**

- Chair Sonya Dew requested an item regarding Human Resources Board Hearing Rules and Procedures be placed on October's agenda.
- Chair Sonya Dew requested an item regarding the Human Resources Board Standing Rules be placed on October's agenda.
- Board Member Lana Haddad requested an item regarding pay, gender, race, ethnicity, veteran status, and the level of pay for new hires and promotions be placed on an agenda within the next few months.
- Board Member Lana Haddad requested a presentation regarding the revised performance appraisal process be placed on October's agenda.

**Adjournment:** Meeting was adjourned at 5:49 p.m. by Chair Sonya Dew.

Minutes submitted by: Colene Torres