



## HUMAN RESOURCES BOARD

Meeting Minutes  
Monday, February 6, 2017

### Opening:

The regular meeting of the Human Resources Board was called to order at 5:00 p.m. on Monday, February 6, 2017 in the City Hall Art Pick Council Chamber by Chair Sonya Dew.

### Present:

Alysia Webb  
Deanna Brown  
Jennifer Humphreys  
Sherry Mellott  
Sonya Dew  
Colene Torres  
Pia Rose  
Rosemary Koo

### Absent:

Lance Sayavong  
Elvira Decuir  
Lana Haddad

### Public Comment Period:

- No comments made.

### Approval of December 5, 2016 Minutes

Approved: Deanna Brown  
Second: Alysia Webb

### Board Attendance

- This item was continued to the March 2017 Board meeting.

### Presentation

#### 1. Veterans Preference Policy/Recruitment Update – Deona Knight, Principal Human Resources Analyst

- Principal Human Resources Analyst Deona Knight presented the Board with a verbal overview of the Veterans Preference Policy. Mrs. Knight informed the Board of the procedures that the Recruitment and Selection Division utilizes in determining eligibility for Veteran's Preference Credit as well as minimum qualifications for positions in which Veteran's apply for.
- Mrs. Knight indicated that the purpose of the policy is intended to encourage Veterans of our Nation's military to join the City workforce in service to the Riverside community.

### Discussion Calendar

#### 2. HR Policy and Procedure Manual Revision Update – Pia Rose, Interim Human Resources Director

- Interim Human Resources Director Pia Rose presented the Board with the timeline for the review and update of personnel policies by the Human Resources Board. The proposed schedule includes the review of fifty nine policies and two new policies.
- Mrs. Rose proposed that the Board review between four and six policies per quarter over a three-year timeframe. Interim Director Rose indicated that the policy review project will entail the following steps: Internal review and specific recommendations of HR staff, review and discussion with City departments,

notification to affected employee labor groups, meets and confer with affected employee labor groups, presentation of recommendations to the Human Resources Board in a public hearing, adoption of the revised policies by the Human Resources Board, and once policies have been reviewed and approved by the Board, Human Resources will present to City Council for final adoption.

- Board Member Deanna Brown inquired as to how the order of the policy review was determined. Interim Director Rose responded and informed Ms. Brown that the order was determined by changes in state/federal law and negotiations in the City.
- Board Member Brown asked what the process entails for adjusting the proposed timeline. Deputy City Attorney Rosemary Koo responded and indicated that the proposed timeline is not in a set order and the document provided acts as an aspirational goal.
- Chair Sonya Dew indicated that she would like policies (I-5) and (III-1) reviewed this year.
- Board Member Jennifer Humphreys inquired as to when the Board should expect to see the first policy. Interim Director Rose responded and indicated that the Board will review policies as early as March, and no later than April.
- Mrs. Rose requested that policy (II-7) Position Control also be moved up on the timeline.
- Vice Chair Alysia Webb motioned to move policies (I-5) and (III-1) up on the policy timeline so both policies can be reviewed this year. Board Member Jennifer Humphreys seconded the motion.
- Board Member Sherry Mellott motioned to approve the HR Policy and Procedure Manual Revision Project as a tentative schedule. Vice Chair Alysia Webb seconded the motion.
- Board Member Deanna Brown suggested that policy (II-7) Position Control be moved to the first quarter, but no later than the third quarter for review.
- Vice Chair Alysia Webb withdrew her motion.
- Board Member Deanna Brown motioned to move policy (II-7) to the first quarter of 2017 and move policies (I-5) and (III-1) to be reviewed no later than the second quarter of 2017. Board Member Sherry Mellott seconded the motion. The motion passed unanimously.

### **3. Review and Approval of Human Resources Personnel Policies and Procedures – Pia Rose, Interim Human Resources Director**

- At the request of the Human Resources Department, this item was continued to the March 2017 Board meeting.

#### **Public Comment Period:**

- Jason Hunter spoke regarding the HR Policy and Procedure Manual Revision Update. Mr. Hunter requested that the Board move policy (I-5) Probation and Probationary Periods and (III-1) Discipline up on the proposed timeline.

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

- Interim Human Resources Director Pia Rose announced that the Human Resources Director recruitment is complete and the selection of Stephanie Holloman has been announced.
- Mrs. Rose informed the Board that the Human Resources Department hired a Principal Human Resources Analyst for the Employee and Labor Relations Division and a Principal Human Resources Analyst for the Training and Development Division.

### **5. Items for Future Human Resources Board Consideration – Sonya Dew, Chair**

- Chair Sonya Dew requested that the Appeal Hearing Rules be placed on a future agenda.
- Deputy City Attorney Rosemary Koo informed the Board that she is researching other agencies hearing rules and will report back to the Board. Mrs. Dew asked Ms. Koo for a timeframe in which the hearing rules will be presented to the Board. Ms. Koo responded and indicated that she will bring the hearing rules back to the Board in the second quarter of 2017.
- Vice Chair Alysia Webb requested a change to the Board attendance section of the agenda. Mrs. Webb requested that each absence be listed separately so the Board can take action on each individual item.

**Adjournment:** Meeting was adjourned at 5:38 p.m. by Chair Sonya Dew.

Minutes submitted by: Colene Torres