



HUMAN RESOURCES BOARD

Meeting Minutes
Monday, May 1, 2017

Opening:

The regular meeting of the Human Resources Board was called to order at 5:00 p.m. on Monday, May 1, 2017 in the City Hall Art Pick Council Chamber by Chair Alysia Webb.

Present:

Alysia Webb
Deanna Brown
Elvira Decuir
Jennifer Humphreys
Sherry Mellott
Colene Torres
Rosemary Koo
Miriana Gonzalez

Absent:

Sonya Dew
Lana Haddad
Lance Sayavong

Public Comment Period:

- No comments made.

Approval of March 6, 2017 Minutes

Approved: Deanna Brown
Second: Jennifer Humphreys

At the request of Chair Alysia Webb, Human Resources Director Updates was taken out of turn.

1. Human Resources Director Updates – Miriana Gonzalez, Interim Deputy Human Resources Director

- Interim Deputy Human Resources Director Miriana Gonzalez gave the Board a brief introduction of the Human Resources Department's newly appointed staff members. The following staff members were introduced to the Board: Safety Officer Charles McDonald, Human Resources Specialist Oswaldo Galdamez, and Sr. Office Specialist Andrea Guerrero.
- Ms. Gonzalez informed the Board that the following recruitments for the Human Resources Department are underway: Business Systems Support Manager, Deputy Human Resources Director, Human Resources Analyst, and Senior Administrative Assistant.
- Interim Deputy Director Gonzalez indicated that the Human Resources Board is scheduled to present Measure Z funding requests to the Budget Engagement Committee on May 4th. Ms. Gonzalez informed the Board that there are two proposals that the Human Resources Department would like the Board to present. The first request is to increase the Education Reimbursement Program account from \$20K to \$100K in fiscal year 2017/18 to support City employees pursuing education and training. Additionally, the Human Resources Department is requesting that the funding for the Citywide Training Program be increased from \$20K to \$100K for professional development. Ms. Gonzalez indicated that the Police Department partnered with the Human Resources Department and will request one (1) Senior Human Resources Analyst position to perform recruitment related duties.
- Board Member Elvira DeCuir inquired as to if employees currently take advantage of the Education Reimbursement Program. Interim Deputy Director Gonzalez responded and informed the Board that

employees do take advantage of the program and there are currently employees on a waiting list because the program is underfunded.

- Board Member Elvira DeCuir inquired as to what type of costs are associated with the training program and asked why the department is requesting that the budget be increased from \$20K to \$100K. Ms. Gonzalez responded and informed the Board that costs associated with citywide training are for independent contractors and external educators that are needed to come on site and provide employees with specialized training. Ms. Gonzalez indicated that there is currently no staffing available to conduct training internally.
- Board Member Elvira DeCuir asked if the department is finding that mandatory training cannot be given to employees due to current budget constraints. Interim Deputy Director Gonzalez responded and informed the Board that the City is currently utilizing internal staff and resources for mandatory trainings.

2. Board Attendance

- Board Member Sherry Mellott motioned to excuse Board Member Sonya Dew's absences from the Human Resources Board meetings of March 6, 2016, and April 3, 2017. Board Member Deanna Brown seconded the motion. The motion passed unanimously.

Ayes: Brown, DeCuir, Humphreys, Mellott, and Webb

Abstention: None

Absent: Dew, Haddad, Sayavong

- Board Member Elvira DeCuir motioned to excuse Board Member Lana Haddad's absence from the Human Resources Board meeting of April 3, 2017. Board Member Jennifer Humphreys seconded the motion. The motion passed unanimously.

Ayes: Brown, DeCuir, Humphreys, Mellott, and Webb

Abstention: None

Absent: Dew, Haddad, Sayavong

- Board Member Sherry Mellott motioned to excuse Board Member Elvira DeCuir's absence from the Human Resources Board meeting of April 3, 2017. Board Member Jennifer Humphreys seconded the motion. The motion passed unanimously.

Ayes: Brown, Humphreys, Mellott, and Webb

Abstention: DeCuir

Absent: Dew, Haddad, Sayavong

- Board Member Jennifer Humphreys motioned to excuse Vice Chair Deanna Brown's absence from the Human Resources Board meeting of April 3, 2017. Board Member Elvira DeCuir seconded the motion. The motion passed unanimously.

Ayes: Humphreys, DeCuir, Mellott, and Webb

Abstention: Brown

Absent: Dew, Haddad, Sayavong

Presentation

3. Departmental Presentation – Sergio Diaz, Police Chief

- Police Chief Sergio Diaz presented the Board with a PowerPoint presentation overview of the Police Department. The presentation included a diversity and gender breakdown, and four year hiring plan.
- Chief Diaz informed the Board that the Police Department had a total of 4.2 million dollars in budget cuts in the current fiscal year.

- Chief Diaz informed the Board that the Police Department is currently budgeted for 350 Police Officers. Chief Diaz indicated that a portion of Measure Z is dedicated to public safety to replace outdated equipment and increase the number of budgeted Police Officers. The departments four year hiring plan will increase the number of budgeted Police Officers from 350 to 410 by year 2021. Mr. Diaz indicated that with the addition of 60 Police Officers the Department would have the ability to respond timely to all calls including non-emergency.
- Board Member Jennifer Humphreys inquired as to how the determination is made to hire a set number of Police Officers in a specific fiscal year. Chief Diaz responded and informed the Board that there is a ratio of Police Officers allocated for each 1,000 of the City population.
- Board Member Sherry Mellott inquired as to what the desirability is in hiring for the City of Riverside and asked how the City compares to other cities. Chief Diaz responded and informed the Board that the City of Riverside offers an adequate compensation package. Chief Diaz indicated that the Police Department has specialty teams such as SWAT, METRO, and Pilots.
- Chair Alysia Webb inquired as to the type of equipment the Police Department foresees purchasing with Measure Z funds. Chief Diaz responded and indicated that there is an ongoing need to replace equipment and vehicles. Chief Diaz indicated that the department does explore various grants in an effort to reduce costs to the City. Chief Diaz indicated that a federal grant has been secured for body cameras and half of the cost for these cameras will be paid through a federal grant.
- Board Member Sherry Mellott asked if neighborhood police stations are being considered. Chief Diaz responded and indicated that neighborhood police stations are not being looked at in the short term. Chief Diaz indicated that the City is seeking to find a replacement building for police headquarters in the downtown area.

Discussion Calendar

4. Review of Standing Rules of the Human Resources Board – Alysia Webb, Chair

- Chair Alysia Webb presented the Board with a revised copy of the Standing Rules of the Human Resources Board.
- Chair Webb stated that section 7 (C) and section 10 have been revised to include Sunshine Ordinance language as enacted by the City Council.
- Board Member Sherry Mellott motioned to accept the Standing Rules of the Human Resources Board as presented with a second by Board Member Elvira DeCuir. The motion passed unanimously.

Ayes: Brown, Decuir, Humphreys, Mellott, and Webb

Absent: Dew, Haddad, Sayavong

5. Items for Future Human Resources Board Consideration – Alysia Webb, Chair

- Chair Alysia Webb requested that an item regarding summer schedule be placed on the June 2017 agenda.

Adjournment: Meeting was adjourned at 5:56 p.m. by Chair Alysia Webb.

Minutes submitted by: Colene Torres