



HUMAN RESOURCES BOARD

Meeting Minutes
Monday, October 2, 2017

Opening:

The regular meeting of the Human Resources Board was called to order at 5:00 p.m. on Monday, October 2, 2017 in the City Hall Art Pick Council Chamber by Chair Alysia Webb.

Present:

Alysia Webb
Claudia Rodriguez
Deanna Brown
Elvira Decuir
Ha Nghia
Maureen Mitchell
Sonya Dew
Colene Torres
Rosemary Koo
Stephanie Holloman

Absent:

Sherry Mellott

Public Comment Period:

- No comments made.

Approval of September 11, 2017 Minutes

Approved: Sonya Dew
Second: Claudia Rodriguez

Presentation

1. Departmental Presentation – Kevin Milligan, Deputy General Manager

- Deputy General Manager Kevin Milligan presented the Board with a PowerPoint presentation overview of the Public Utilities Department. The presentation included a diversity and gender breakdown, current challenges within the department, recruiting efforts, and departmental accomplishments.
- Deputy Director Milligan informed the Board that the Public Utilities Department has a total of 565 FTE's and currently employs 559 employees.
- Mr. Milligan informed the Board that Cornerstone was selected as the vendor to host the city's Talent Management System. Mr. Milligan stated that phase one is scheduled to be rolled out to pilot groups in December 2017.
- Deputy Director Milligan indicated that the Public Utilities Department has integrated strategies or systems designed to improve processes for attracting, developing, and retaining the workforce.
- Deputy Director Milligan indicated that the Public Utilities Department is currently designing succession planning efforts. Mr. Milligan stated that within the next ten years there will be a 75% turnover in the department's workforce alone.
- Board Member Sonya Dew inquired as to what workforce development is. Mr. Milligan responded and informed the Board that the department has a team of six employees that are focused on Recruitment & Selection and Training and Development. Mr. Milligan stated that the department is refocusing efforts

on utility specific trainings and recruitment outreach. Mr. Milligan indicated that the Public Utilities Department is focused on talent management and not core human resources functions.

- Deputy Director Milligan indicated that all new employees must attend a ¾ day new employee orientation. At this event, employees hear from executive level staff who review the Utility Strategic Plan, focus on the Dennis Snow Customer Service Training Video, and safety training. Mr. Milligan indicated that the Public Utilities Department is dedicated to train employees for competencies to ensure that they are successful in their current job.
- Board Member Elvira DeCuir inquired as to the types of strategies the department has in place to attract people to the utility field. Deputy Director Milligan responded and informed the Board that the department currently has an apprentice program and works in collaboration with IBEW to send employees to a training center located in Jurupa Valley. Mr. Milligan indicated that a partnership has been established with RCC to offer an in-house training that is tailored to the needs of the Public Utilities Department. This training is expected to be rolled out in January 2018.
- Board Member Maureen Mitchell stated that she was proud to see that the Public Utilities Department sent employees to assist in Texas or Florida and inquired as to the status of that crew. Deputy Director Milligan indicated that employees were sent to assist with damages that ripped through Imperial Valley. Mr. Milligan informed the Board that the staff that was sent to Imperial Valley was pleased to have the opportunity of helping others.
- Deputy Director Milligan informed the Board that the department currently has 97 vacancies. Mr. Milligan indicated that all 97 positions are not being filled at this time due to a rate plan proposal. Mr. Milligan stated that only critical positions are being filled and employees are being stretched, but morale is still good.

2. Human Resources Director Updates and Employee Recognition – Stephanie Holloman, Human Resources Director

- Human Resources Director Stephanie Holloman presented the Board with a PowerPoint presentation overview of the Human Resources Department's mission, the Department's Fiscal Year 2017/18 Strategic Goals, departmental updates, accomplishments, and the Human Resources Department's Employee of the Year.
- Ms. Holloman informed the Board that the Human Resources Department reduced the time to hire by 22%.
- Director Holloman informed the Board that the Safety Division is considering the purchase of an SDS system to track preventable vehicle accidents.
- Human Resources Director Stephanie Holloman presented the Board with a revised Policy and Procedure revision schedule and indicated that policies will be brought before the Board in November.
- Vice Chair Deanna Brown inquired as to if the utilization of roman numerals are typically used to identify policies. Ms. Holloman responded and informed the Board that it is nomenclature for the City to use roman numerals on all policies.

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

- No items identified.

Adjournment:

- Vice-Chair Deanna Brown motioned to adjourn the meeting with a second by Board Member Claudia Rodriguez. The motion passed unanimously.

Ayes: Brown, DeCuir, Dew, Mitchell, Nghia, Rodriguez, and Webb

Abstention:

Absent: Mellott

Meeting was adjourned at 6:02 p.m. by Chair Alysia Webb.

Minutes submitted by: Colene Torres