



## HUMAN RESOURCES BOARD

Meeting Minutes  
Monday, December 4, 2017

### Opening:

The regular meeting of the Human Resources Board was called to order at 5:00 p.m. on Monday, December 4, 2017 in the City Hall Art Pick Council Chamber by Vice-Chair Deanna Brown.

### Present:

Claudia Rodriguez  
Deanna Brown  
Ha Nghia  
Maureen Mitchell  
Sherry Mellott  
Colene Torres  
Rosemary Koo  
Stephanie Holloman

### Absent:

Sonya Dew  
Elvira DeCuir

### Public Comment Period:

- Jason Hunter spoke regarding the number of FTE's within the Museum that are designated as management level positions.

### Approval of November 6, 2017 Minutes

Approved: Sherry Mellott  
Second: Maureen Mitchell

### Presentation

#### 1. Departmental Presentation – Alex Nguyen, Assistant City Manager

- Assistant City Manager Alex Nguyen presented the Board with a PowerPoint presentation overview of the Riverside Metropolitan Museum. The presentation included a diversity and gender breakdown, current challenges within the department, recruiting efforts, and departmental accomplishments.
- Mr. Nguyen informed the Board of the various programs that the Museum provides to the public.
- Assistant City Manager Alex Nguyen informed the Board that the Museums taxidermy collection was found infested with pests. Mr. Nguyen indicated that it has been very difficult to treat the entire collection.
- Assistant City Manager Alex Nguyen informed the Board that there is a total of five (5) Museum sites, and the Main Museum is currently closed to the public.
- Mr. Nguyen informed the Board that the Museums internal organizational/staffing structure is changing to align with what most Museums are doing today.
- Board Member Maureen Mitchell asked Mr. Nguyen if the taxidermy collection was the only exhibit infested with pests. Mr. Nguyen responded and informed the Board that the taxidermy collection was stored in the basement of the Main Museum and nothing else was found infested. Mr. Nguyen stated that each specimen is slowly being prepared for treatment at UCR.
- Assistant City Manager Alex Nguyen informed the Board that education and sponsorship is a really important component of the Museum.
- Mr. Nguyen informed the Board that the Museum is currently not accredited. Board Member Sonya Dew asked if the current structure of the Museum has any ties to reaccreditation. Mr. Nguyen responded and informed the Board that there are no issues with the current structure of the Museum.

Mr. Nguyen indicated that the structure will improve and the restructure includes sound, lighting and climate control.

**Public Comment Period:**

- Jason Hunter spoke regarding due process protections.
- Mr. Hunter indicated that a record for deliberations needs to be created.
- Mr. Hunter spoke regarding Quasi-Judicial Training.
- Mr. Hunter indicated that defendants who have a grievance need the ability to subpoena records.
- Mr. Hunter indicated that the Board reports to the City Council not the City Manager.
- Raychele Sterling spoke regarding the Human Resources Board Hearing Rules and Procedures.
- Ms. Sterling indicated that there needs to be a mechanism put in place to subpoena documents.
- Ms. Sterling indicated that the Board reports to the City Council not the City Manager.

**2. Review of Hearing Rules and Procedures –Rosemary Koo, Deputy City Attorney**

- Deputy City Attorney Rosemary Koo presented the Board with a copy of the current Hearing Rules and Procedures of the Human Resources Board. Ms. Koo indicated that the rules pertain to non-union unrepresented employees.
- Ms. Koo asked the Board if there were any questions regarding the current rules that are in place.
- Board Member Ha Nghia asked if all Board Members will have input to the memo that the Chair will prepare with the recommendations from the hearing to the City Manager. Ms. Koo responded and informed the Board that the memo will include all factors that went into the Board's decision.
- Board Member Nghia inquired as to how soon the findings and recommendations memo will be sent to the City Manager. Deputy City Attorney Rosemary Koo responded and informed the Board that there is no set timeframe in which the memo must be submitted.
- Vice-Chair Deanna Brown asked if the Charter has language regarding Rules of Evidence. Ms. Koo responded and informed the Board that the Charter is silent in regards to what evidence is and is not.
- Vice-Chair Deanna Brown asked Ms. Koo if the claimant or applicant can subpoena. Ms. Koo informed the Board that the Board does not have subpoena power. Ms. Koo indicated that if the Board required additional information to make a decision, the Board can direct the Human Resources Department to obtain further evidence.
- Board Member Ha Nghia inquired as to who would have access to the findings and recommendations memo. Deputy City Attorney Koo responded and informed the Board that the memo is exempt under the Brown Act and is not a public record. Ms. Koo indicated that the memo of findings and recommendations will come directly from the Chair of the Board to the City Manager.

**3. Conduct Public Hearing to Accept Public Comment Regarding Human Resources Personnel Policies and Procedures – Stephanie Holloman, Human Resources Director**

- Vice-Chair Deanna Brown opened public hearing and the following policy was presented:
  - Drug-Free Workplace (III-5)
- Human Resources Director Stephanie Holloman gave the Board a verbal overview of policy (III-5) Drug-Free Workplace. Ms. Holloman indicated that the major change to this policy includes revisions to the purpose statement. Ms. Holloman stated that employees are encouraged to utilize EAP if they have a drug or alcohol problem.
- Board Member Ha Nghia inquired as to why the legalization of marijuana is silent within the policy. Director Holloman responded and informed the Board that marijuana is covered under Schedule I Drugs.
- Board Member Ha Nghia motioned to approve the policy as presented with a second by Board Member Maureen Mitchell. The motion Passed unanimously.

**Ayes:** Brown, Mellott, Mitchell Nghia, and Rodriguez

**4. Human Resources Director Updates – Stephanie Holloman, Human Resources Director**

- Human Resources Director Stephanie Holloman gave the Board a verbal update on Big for a Day. Ms. Holloman informed the Board that eighteen employees participated in the program.
- Ms. Holloman informed the Board that the Assistant CFO recruitment is underway.
- Director Holloman informed the Board that the policy revision schedule will change due to new legislation.
- Ms. Holloman informed the Board that minimum wage will increase effective 01/01/18.

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

- Board Member Claudia Rodriguez requested a target timeframe for the Policy Revision Project.

***Adjournment:***

- Board Member Claudia Rodriguez motioned to adjourn the meeting with a second by Board Member Maureen Mitchell. The motion passed unanimously.

**Ayes:** Brown, Mellott, Mitchell, Nghia, and Rodriguez

*Meeting was adjourned at 6:23 p.m. by Vice-Chair Deanna Brown.*

Minutes submitted by: Colene Torres