



HUMAN RESOURCES BOARD

Meeting Minutes
Monday, January 8, 2018

Opening:

The regular meeting of the Human Resources Board was called to order at 5:03 p.m. on Monday, January 8, 2018 in the City Hall Art Pick Council Chamber by Vice-Chair Deanna Brown.

Present:

Absent:

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

Public Comment Period:

- Jason Hunter spoke regarding the HR Appeals Process for unrepresented employees.

Approval of December 4, 2017 Minutes

Board Member Sonya Dew requested a minor revision to the December 2017 minutes.

Approved: Maureen Mitchell
Second: Sherry Mellott
Ayes: All

Presentation

1. Nomination and Election of Board Officers – Deanna Brown, Vice-Chair

- Vice Chair Deanna Brown requested to table this item to the March 2018 meeting. Board Member Elvira DeCuir motioned to table the Nomination of Election Officers item to the March 2018 meeting. Board Member Sonya Dew seconded the motion. The motion passed unanimously.

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

2. Board Attendance

- Board Member Sherry Mellott motioned to excuse Board Member Elvira DeCuir's absence from the Human Resources Board meeting of December 4, 2017. Board Member Claudia Rodriguez seconded the motion. The motion passed unanimously.

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

Abstention: DeCuir

- Board Member Ha Nghia motioned to excuse Board Member Sonya Dew's absence from the Human Resources Board meeting of December 4, 2017. Board Member Maureen Mitchell seconded the motion. The motion passed unanimously.

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

Abstention: Dew

3. Human Resources Director Updates – Stephanie Holloman, Human Resources Director

- Human Resources Director Stephanie Holloman informed the Board that it typically takes four (4) months to update a City policy and properly route it to the appropriate parties. Ms. Holloman provided the Board with a breakdown of each step within the policy review process.
- Director Holloman informed the Board that the Human Resources Department is currently recruiting for two (2) Human Resources Specialists.
- Ms. Holloman indicated that the customer service satisfaction results obtained from the Happy or Not kiosk located in the Human Resources Department consistently has an overall satisfaction rate of 96% – 100%. Board Member DeCuir inquired if the kiosk has the ability to obtain feedback regarding the interview process. Ms. Holloman responded and informed the Board that the department currently has several mechanisms for obtaining feedback such as a Comment Card located at the reception area of Human Resources, the Happy or Not kiosk, Citywide Training Survey, Recruitment/Onboarding Survey, and the Recruitment Process Survey.
- Human Resources Director Stephanie Holloman informed the Board that the Human Resources Department will launch an Emerging Leaders Academy. Ms. Holloman indicated that this is a ten month program that will teach fundamental leadership skills. Ms. Holloman stated that the group will meet as a cohort and each participant will be assigned a mentor. Director Holloman indicated that multiple training sessions will be held at several locations citywide.

Items for Future Human Resources Board Consideration – Deanna Brown, Vice-Chair

- No items identified.

Adjournment:

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

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

Meeting was adjourned at 5:19 p.m. by Vice-Chair Deanna Brown.

Minutes submitted by: Colene Torres