



HUMAN RESOURCES BOARD

Meeting Minutes
Monday, September 10, 2018

Opening:

The regular meeting of the Human Resources Board was called to order at 5:00 p.m. on Monday, September 10, 2018 in the City Hall Art Pick Council Chamber by Chair Deanna Brown.

Present:

Deanna Brown
Ha Nghia
Karen Brown
Maureen Mitchell
Sonya Dew
Wendy Strack
Colene Torres
Rosemary Koo
Stephanie Holloman

Absent:

Claudia Rodriguez

Public Comment Period:

- No Comments made

Approval of June 4, 2018 Minutes

Motion: Maureen Mitchell
Second: Sonya Dew
Ayes: D. Brown, Dew, Mitchell, Nghia
Absent: Rodriguez
Abstention: K. Brown, Strack

Presentation

1. Departmental Presentation – David Welch, Interim Community and Economic Development Director

- Interim Community and Economic Development Director David Welch presented the Board with a PowerPoint presentation overview of the Community and Economic Development Department. The presentation included the departments, major accomplishments, internal performance statistics, the department's current and projected employment opportunities, and training opportunities.
- Interim Director Welch informed the Board that the Arts and Cultural Affairs Division is working on an enhancement to this year's Festival of Lights.
- Board Member Sonya Dew asked Mr. Welch for specifics regarding the enhancements to the Festival of Lights. Mr. Welch responded and informed the Board that this year's festivities will be moving further south closer to City Hall.
- Interim Director Welch informed the Board that the department has a 13% turnover rate. Mr. Welch indicated that the department strives to grow talent, but there is a lack of promotional opportunities available within the department because most positions are already designated as management level.
- Board Member Sonya Dew referenced slide (9) nine of Mr. Welch's presentation and asked if the negative responses received from the Happy or Not kiosk machine are being looked into. Interim Director Welch responded and informed the Board that the department does a review drill to figure out what the negative responses were received.

Public Comment Period:

- No Comments made

2. Board Attendance

- Vice Chair Maureen Mitchell motioned to excuse Board Member Wendy Strack's absence from the Human Resources Board meeting of June 4, 2018. Board Member HA Nghia seconded the motion. The motion passed unanimously.

Ayes: D. Brown, Dew, Mitchell, Nghia, Strack

Absent: Rodriguez

Abstention: K. Brown,

- Board Member Wendy Strack motioned to excuse Board Member Claudia Rodriguez's absence from the Human Resources Board meeting of June 4, 2018. Vice Chair Maureen Mitchell seconded the motion. The motion passed unanimously.

Ayes: D. Brown, Dew, Mitchell, Nghia, Strack

Absent: Rodriguez,

Abstention: K. Brown,

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

- Chair Deanna Brown opened public hearing and the following policies were presented:
 - Employee Assistance Program (V-15)
- Senior Administrative Analyst Colene Torres gave the Board a verbal overview of policy (V-15) Employee Assistance Program. Ms. Torres indicated that the City recently entered into an agreement with The Counseling Team International (TCTI). Ms. Torres indicated that the majority of the revisions within the policy were administrative changes, however there was one substantial change to page (2) two. Ms. Torres indicated that language was added to the policy regarding onsite assistance to deal with critical incidents, emergency situations and other traumatic events.
- Vice Chair Maureen Mitchell asked if 911 dispatchers are included to receive counseling with TCTI due to the traumatic calls they receive. Senior Analyst Colene Torres confirmed that all City employees are included to receive counseling under the new contract.
- Board Member Wendy Strack commended the policy.
- Board Member Wendy Strack motioned to approve the policy as presented with a second by Vice Chair Maureen Mitchell. The motion passed unanimously.

Ayes: D. Brown, K. Brown, Dew, Mitchell, Nghia, Strack

Absent: Rodriguez

- Accommodations for Nursing Mothers (V-18)

- Human Resources Director Stephanie Holloman gave the Board a verbal overview of a new policy (V-18) Accommodations for Nursing Mothers. Ms. Holloman informed the Board that this new policy will be added to the Personnel Policy and Procedures Manual.
- Ms. Holloman informed the Board that this newly created policy in an effort to promote a family-friendly work environment to recognize the importance and benefits of breastfeeding for both mothers and their infants.
- Director Holloman indicated that the City has made available appropriate lactation facilities that include comfortable chairs, tables and electrical outlets.

- Ms. Holloman informed the Board that as part of this policy, once adopted the Human Resources Department will create an online map that includes all city facilities that have a compliant location.
- Board Member Ha Nghia asked if lactation rooms are currently available to City employees. Ms. Holloman responded and informed the Board that there are currently two designated areas within City Hall and most City facilities have compliant rooms.
- Board Member Ha Nghia inquired as to how this policy will affect field employees. Ms. Holloman informed the Board that all field employees have a permanent work location and are afforded a City vehicle to travel to their permanent work location or any City facility to lactate.
- Board Member Sonya Dew motioned to approve the policy as presented with a second by Board Member Ha Nghia. The motion passed unanimously.

Ayes: D. Brown, K. Brown, Dew, Mitchell, Nghia, Strack

Absent: Rodriguez

Miscellaneous

4. Human Resources Director Updates – Rene Goldman, Deputy Human Resources Director

- Human Resources Director Stephanie Holloman informed the Board that the tuition reimbursement program has had a dramatic increase in disbursement due to the City expanding the program to include certificates and licenses.
- Ms. Holloman informed the Board that the City will hire approximately eighty one students at no cost to the City through RCC's Federal Work Study Program.
- Director Holloman informed the Board that George Khalil has been selected as the City's Chief Innovation Officer.
- Ms. Holloman informed the Board that Erin Christmas has been selected as the City's Library Director pending Library Board approval.
- Human Resources Director Stephanie Holloman informed the Board that the City is currently recruiting for the following executive level positions: Finance Director, Community and Economic Development Director and Public Utilities General Manager.
- Director Holloman informed the Board that the Human Resources Department hosted its first ever Inter-Agency Career Fair. Ms. Holloman indicated that twenty six partner agencies participated in the event and over four hundred participants attended the event. Ms. Holloman indicated that fourteen individuals were hired on site.
- Ms. Holloman informed the Board that the Human Resources Department is a grant recipient for the League of California Cities health and wellbeing of employees/workforce.

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

- Chair Deanna Brown requested an updated policy revision schedule.

Meeting was adjourned at 5:39 p.m. by Chair Deanna Brown.

Minutes submitted by: Colene Torres