



HUMAN RESOURCES BOARD

Meeting Minutes
Monday, October 1, 2018

Opening:

The regular meeting of the Human Resources Board was called to order at 5:00 p.m. on Monday, October 1, 2018 in the City Hall Art Pick Council Chamber by Chair Deanna Brown.

Present:

Deanna Brown
Ha Nghia (Arrived 5:02 p.m.)
Karen Brown
Maureen Mitchell
Sonya Dew
Wendy Strack
Colene Torres
Elliot Min
Miriana Gonzalez

Absent:

Claudia Rodriguez

Public Comment Period:

- No Comments made

Approval of September 10, 2018 Minutes

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

Presentation

1. Departmental Presentation – Miriana Gonzalez & Rene Goldman, Deputy Human Resources Director

- Deputy Human Resources Director Miriana Gonzalez presented the Board with a PowerPoint presentation overview of the Human Resources Departments 2017 accomplishments, employee of the year and future goals.
- Ms. Gonzalez summarized the department's strategic goals and gave the Board a synopsis of each division's functions.
- Deputy Director Gonzalez informed the Board that the time to hire has been reduced from 124 days to 92 business days.
- Deputy Human Resources Director Rene Goldman informed the Board that the Human Resources Department is making improvements to the work environment and is now hosting a Joint Labor Management Committee Meeting (JLMC) with executives and labor unions.
- Ms. Gonzalez informed the Board that the Human Resources Department will be launching an anonymous citywide Employee Engagement Survey to all employees. Board Member Sonya Dew asked how the survey will be distributed to employees. Deputy Director Gonzalez responded and informed the Board that a number of methods will be used to distribute the survey. Ms. Gonzalez indicated that the survey will be released in the next few months. Board Member Sonya Dew asked if this survey has ever been sent out to employees and what the City is hoping to gain from the survey. Deputy Director Gonzalez responded and informed the Board that this initiative is tied to the departments 2.1 Strategic Goals. Ms. Gonzalez stated that the survey will be used to gauge and

determine what the City can do to keep employees happy. Board Member Sonya Dew asked if there is a plan in place to address the information that is gathered. Ms. Gonzalez responded and indicated that the City has hired a consultant to recommend and implement changes.

- Deputy Director Goldman indicated that the Safety Division recently audited City Hall and General Services Fleet. Ms. Goldman indicated that there were approximately 128 findings within City Hall and 38 findings within General Services Fleet. Board Member Karen Brown asked what the findings were. Ms. Goldman responded and informed the Board that the majority of the findings were minor needs for safety improvements such as signage and there were no major improvements identified.
- Ms. Goldman informed the Board that there has been a total of 38 ergonomic evaluations completed. Board Member Ha Nghia asked if there is any correlation between safety and training. Ms. Goldman responded and indicated that the Safety Division does provide ergonomic evaluations in an effort to reduce repetitive injuries.

Public Comment Period:

- No Comments made

2. Board Attendance

- Board Member Ha Nghia motioned to excuse Board Member Claudia Rodriguez absence from the Human Resources Board meeting of September 10, 2018. Board Member Sonya Dew seconded the motion. The motion passed unanimously.

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

Absent: Rodriguez

Miscellaneous

3. Human Resources Director Updates – Miriana Gonzalez, Deputy Human Resources Director

- Deputy Human Resources Director Miriana Gonzalez informed the Board that there are several executive level recruitments underway. Ms. Gonzalez indicated that the applications for the Utilities General Manager are being reviewed and the City is currently accepting applications for the Library Director, Deputy Public Works Director, and Chief Financial Officer.
- Ms. Gonzalez indicated that the annual Volunteer Recognition ceremony will be held on October 23, 2018.
- Deputy Director Gonzalez presented the Board with a revised policy schedule. Chair Deanna Brown asked what is being done to get the policy schedule up-to-date. Deputy Director Goldman informed the Board that all policies that can be impactful to wages and working condition must be sent to the union with an opportunity to meet and confer.

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

- No items identified.

Meeting was adjourned at 5:28 p.m. by Chair Deanna Brown.

Minutes submitted by: Colene Torres