



HUMAN RESOURCES BOARD

Meeting Minutes
Monday, February 4, 2019

Opening:

The regular meeting of the Human Resources Board was called to order at 5:00 p.m. on Monday, February 4, 2019 in the City Hall Art Pick Council Chamber by Chair Deanna Brown.

Present:

David Snow
Ha Nghia
Wendy Strack
Karen Brown
Maureen Mitchell
Deanna Brown
Michelle Stevens
Elliott Min
Stephanie Holloman

Absent:

Sonya Dew
Kerry Pendergast

Public Comment Period:

- No Comments made

Approval of January 7, 2019 Minutes

Approved: Maureen Mitchell
Second: Ha Nghia
Ayes: All
Abstain: David Snow

Presentation

1. Departmental Presentation – Kris Martinez, Public Works Director

- Public Works Director Kris Martinez presented the Board with a PowerPoint presentation overview of the Public Works Department. The presentation included a synopsis of the services that the department provides (Storm Drains, Street Repairs, Street Sweeping, Traffic Engineering, Tree Trimming, and Wastewater), the department's budget structure, and diversity statistics.
- Ms. Martinez informed the Board that in fiscal year 17/18 the department completed several sewer replacement/rehabilitation projects, including a partnership with Public Utilities on the installation of 10 miles of fiber optic lines along Magnolia and Market.
- Ms. Martinez informed the Board that the Public Works Department is currently budgeted for 330 positions, and currently has 37 vacancies. Director Martinez indicated that the Public Works Department turnover rate has decreased (18 resignations, 10 retirements), from the previous year.
- Board Member Ha Nghia inquired about the 10% vacancy rate and the area it affects. Ms. Martinez informed Ms. Nghia the bulk of the department's vacancies are in the Wastewater Division.
- Board Member Ha Nghia inquired if training is currently taking place. Ms. Martinez informed Board Member Nghia that the departments always tries to cross train and promote from within.
- Board Member Wendy Strack inquired about budget and Measure Z revenues. Ms. Strack asked if there are there particular programs that are used for these revenues. Ms. Martinez informed Board

Member Strack that spending is very specific and that the department received one (1) million dollars for tree trimmings, and 2.875 million for paving.

- Vice Chair Maureen Mitchell asked if 311 Call Center Complaints have increased with technology as people take pictures with their phone and send it in thru the app. Ms. Mitchell asked if the complaints go directly to the department or thru 311. Ms. Martinez informed Vice-Chair Maureen Mitchell that the department has seen an increase in complaints with technology. Ms. Martinez indicated that there is a graffiti application that has been in place for quite a few years and the department is currently working on getting a shopping cart application in place for public consumption.

Public Hearing

2. 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:
 - Industrial Injury Compensation and Return to Work (VI-01)
- Workers' Compensation Supervisor, Joann Combs gave the Board a verbal overview of policy (VI-01) Industrial Injury Compensation and Return to Work. Ms. Combs indicated that there were only administrative changes made to this policy. Ms. Combs indicated that when employees use their personal vehicle they receive mileage reimbursement, however there is no reimbursement if a city vehicle is used. Vice-Chair Maureen Mitchell motioned to approve the policy as presented with a second by Board Member Karen Brown. The motion passed unanimously.

Ayes: Snow, Nghia, Strack, Brown, Mitchell, Brown

Absent: Dew, and Pendergast

- Temporary Modified Duty Program for Work Related Injuries (VI-02)
- Workers' Compensation Supervisor, Joann Combs gave the Board a verbal overview of policy (VI-02) Temporary Modified Duty Program for Work Related Injuries. Ms. Combs indicated that the only changes made to this policy were administrative changes.
- Board Member Ha Nghia motioned to approve the policy as presented with a second by Board Member Karen Brown. The motion passed unanimously.

Ayes: Snow, Nghia, Strack, Brown, Mitchell, Brown

Absent: Dew, and Pendergast

- Public Safety (Fire and Police) Industrial Disability Retirement (VI-03)
- Workers' Compensation Supervisor, Joann Combs gave the Board a verbal overview of policy (VI-03) Public Safety (Fire and Police) Industrial Disability Retirement. Ms. Combs indicated that changes to this policy were necessary to bring the codes up-to-date. Ms. Combs informed the Board that language was added to the second page indicating that the injured employee has 20 days from receipt of the Industrial Disability Letter to appeal to the City Manager.
- Vice-Chair Maureen Mitchell motioned to approve the policy as presented with a second by Board Member David Snow. The motion passed unanimously.

Ayes: Snow, Nghia, Strack, Brown, Mitchell, Brown

Absent: Dew, and Pendergast

3. Board Attendance

- Vice-Chair Maureen Mitchell motioned to excused Board Member Sonya Dew's absence from the Human Resources Board meetings of January 7, 2019, February 4, 2019, and March 4, 2019. Board Member David Snow seconded the motion. The motion passed unanimously.

Ayes: Snow, Nghia, Strack, Brown, Mitchell, Brown

Absent: Dew, and Pendergast

Public Comment Period:

- No Comments made

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

- Human Resources Director Stephanie Holloman informed the Board that David Welch was selected as the Community Economic Development Director. Ms. Holloman indicated that all executive level vacancies have been filled. Ms. Holloman indicated that a recruitment will be underway for an Assistant Director of Community Economic Development.
- Mrs. Holloman informed the Board that the City Manager's Office has begun hosting CalPERS Challenge informational sessions. Ms. Holloman indicated that a website has been developed to share information about the CalPERS Challenge that Riverside is facing. Community members are also encouraged to give suggestions, comments, or ideas how the City can address the CalPERS Challenge. Ms. Holloman indicated that the goal is to educate all employees so they understand the full ratification of the City's unfunded liability.
- Director Holloman informed the Board that the City has quite a few new interns. Ms. Holloman stated that there will be 15 vacancies for UCR Business School Interns that wish to come to Riverside to share their talents, and the City has received interest from Riverside Technical Vocational School to have their vocational students work in our craft areas.
- Vice-Chair Maureen Mitchell inquired about employees who are in Tiers. Director Holloman responded to Vice-Chair Maureen Mitchell and indicated that employees hired at Tier 3 are paying their full PERS requirement and reiterated that the issue is the unfunded cost (ex. people living longer which increases our City liability and also CalPERS return on investment impacts our unfunded liability).
- Board Member Karen Brown asked for clarification regarding the terminology being used in regards to CalPERS. Ms. Holloman responded to Board Member Karen Brown and indicated that CalPERS is the City's retirement system and under the City's Charter we are a CalPERS agency and all of our retirement benefits fall under the CalPERS System.
- Board Member David Snow indicated that he understands CalPERS is a state problem and asked if they look at each agency by the number of employees' percentage wise. Director Holloman responded to Board Member David Snow and indicated that the City is only obligated to pay for employees and retirees.

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

- Vice-Chair Deanna Brown requested that a presentation regarding the CalPERS Challenge be added to a future agenda.

Meeting was adjourned at 5:37 p.m. by Chair Deanna Brown.

Minutes submitted by: Michelle Stevens