



HUMAN RESOURCES BOARD

Meeting Minutes
Monday, June 3, 2019

Opening:

The regular meeting of the Human Resources Board was called to order at 5:02 p.m. on Monday, June 3, 2019 in the City Hall Art Pick Council Chamber by Chair Maureen Mitchell.

Present:

David Snow
Ha Nghia
Karen Brown
Kerry Pendergast
Maureen Mitchell
Sonya Dew
Colene Torres
Elliot Min
Stephanie Holloman

Absent:

Deanna Brown
Wendy Strack

Public Comment Period:

- No Comments made

Approval of May 6, 2019 Minutes

Motion: Kerry Pendergast
Second: Sonya Dew
Ayes: K. Brown, Dew, Mitchell, Pendergast, Snow
Abstain: Nghia

Presentation

1. Departmental Presentation – Adolfo Cruz, Parks, Recreation and Community Services Director

- Parks and Recreation Director Adolfo Cruz presented the Board with a PowerPoint presentation overview of the Parks, Recreation and Community Services Department. The presentation included the department's major accomplishments, employee statistics, services provided, the department's current and projected employment and training opportunities.
- Board Member David Snow asked if employees who participate in NRPA leave the City for the entire two year training program. Parks, Recreation and Community Services Director Adolfo Cruz responded and informed the Board that NRPA offers various educational events year-round. Director Cruz indicated that a few employees who received the professional development certification from NRPA received high level job offers at other entities.
- Board Member Sonya Dew inquired as to what the department is doing to cross-train employees since there is a lot of historical knowledge leaving the organization. Director Cruz responded and informed the Board that Deputy Director Mario Lara implemented a cross-training program for the department's succession planning efforts.
- Board Member Karen Brown inquired as to why the department has difficulty keeping the Mini-Bus Driver classification filled. Director Cruz responded and informed the Board that most drivers are hired on a part-time basis and they are consistently looking for opportunities to promote to full-time positions which creates a higher turnover rate for part-time classifications.
- Board Member Kerry Pendergast commended Director Cruz for keeping the golf course in excellent condition.

- Director Cruz informed the Board that the department utilizes approximately 20-25 students from UCR every year to assist with the Homework Center and After School Programs.
- Board Member Karen Brown asked where the volunteers for Parks and Recreation come from. Mr. Cruz responded and informed the Board that most volunteers come from Sandals Church, UCR and La Sierra University. Mr. Cruz stated that there are several different volunteer groups and each community center has a pool of volunteers.
- Board Member David Snow inquired as to what functions within the department are grant funded. Director Cruz responded and informed the Board that the federal government pays for special transit operational costs since this is not budgeted in the general fund.
- Mr. Cruz indicated that the Youth Innovation Center is scheduled to open in October 2019.
- Director Cruz informed the Board that the Department is wrapping up the application process for Proposition 68 to secure grant funds to improve parks. Mr. Cruz informed the Board that the City has submitted three (3) applications hoping to secure eight million dollars in grants.
- Mr. Cruz indicated that there are fifty eight parks in the City and forty eight of them are fully developed. Director Cruz indicated that there is approximately two thousand acres of open reserve and other open space.
- Parks Recreation and Community Services Director Adolfo Cruz informed the Board that the department recently received 1.5 FTE through Measure Z for pool operations to keep pools open on Fridays.
- Board Member Ha Nghia inquired as to what extra efforts are being made to fill positions and what type of impact does not filling vacancies have on existing employees. Mr. Cruz responded and informed the Board that the bulk of the vacancies are part-time positions and not filling these positions have not effected the service level provided to the general public.
- Board Member Karen Brown asked if the department has a plan in place to hire and replace baby boomers. Director Cruz responded and informed the Board that he will hire at the entry level and grow current employees as the department is very well rounded.

Public Comment Period:

- No Comments made

Attendance

2. Board Attendance

- Board Member Kerry Pendergast motioned to excuse Board Member Ha Nghia's absence from the Human Resources Board meeting of May 6, 2019. Board Member Karen Brown seconded the motion. The motion passed unanimously.

Motion: Pendergast

Second: K. Brown

Ayes: K. Brown, Dew, Mitchell, Pendergast, Snow

Abstain: Nghia

Discussion

3. Summer Schedule – Chair and Board Members

- Chair Maureen Mitchell asked the Board if they would like to go dark in both, July and August as done in previous years. Board Member Sonya Dew motioned to go dark in July and August. Board Member Kerry Pendergast seconded the motion. The motion passed unanimously.

Motion: Dew

Second: Pendergast

Ayes: K. Brown, Dew, Mitchell, Pendergast, Nghia, Snow

4. Code of Ethics and Conduct – Chair and Board Members

- Chair Maureen Mitchell opened discussion regarding the Code of Ethics and Conduct Ordinance. Board Member Sonya Dew indicated that the Ordinance was quite inclusive and very clear. Ms. Dew stated that all words within the document are clearly defined.
- Chair Maureen Mitchell noted a few administrative errors. Secretary Colene Torres informed the Board that the administrative errors may be a print view issue and asked the Board for any changes to the content of the Ordinance. The Board had no changes to the content of the Ordinance.
- Board Member Kerry Pendergast motioned to approve the ordinance as presented with a second by Board Member Karen Brown. The motion passed unanimously.

Motion: Pendergast

Second: K. Brown

Ayes: K. Brown, Dew, Mitchell, Pendergast, Nghia, Snow

Miscellaneous

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

- Human Resources Director Stephanie Holloman informed the Board that there are four (4) policies scheduled to be adopted by City Council on June 4th. Ms. Holloman stated that there are currently five (5) policies in the Meet and Confer process. Ms. Holloman indicated that there will be a minimum of three (3) policies ready for the Board's review in September.
- Director Holloman informed the Board that there were over three hundred participants at this year's Wellness Fair. Ms. Holloman informed the Board that there were twenty employees that participated in the Bike to Work with the Mayor Program.
- Ms. Holloman informed the Board that the City will be launching a 10k Program in collaboration with Kaiser Permanente. The program will offer City employees an opportunity to purchase a Fitbit at a reduced cost in addition to the City making a subsidized contribution.
- Board Member Ha Nghia asked if the City has performed an analysis on wellness ROI. Deputy Human Resources Director Miriana Gonzalez responded and informed the Board that the Human Resources Department does measure participation satisfaction. Ms. Gonzalez indicated that the City does work closely with the City's health providers to track employees overall wellness.
- Board Member Ha Nghia asked if the Wellness Program has reduced benefit costs. Deputy Director Gonzalez responded and informed the Board that the City's benefit providers have the ability to track how the employee population is doing, but it is limited information since the population includes current employees and retirees.

6. Items for Future Human Resources Board Consideration – Maureen Mitchell, Chair

- Chair Maureen Mitchell requested an item be placed on a future agenda regarding the possibility of the Board having the ability to recognize City employees at monthly Board meetings. Director Holloman informed the Board that she will consult with the City Attorney's Office to see if this is in the Board's purview.

Meeting was adjourned at 6:19 p.m. by Chair Maureen Mitchell.

Minutes submitted by: Colene Torres