



## HUMAN RESOURCES BOARD

Meeting Minutes  
Monday, September 9, 2019

### Opening:

The regular meeting of the Human Resources Board was called to order at 5:03 p.m. on Monday, September 9, 2019 in the City Hall Art Pick Council Chamber by Chair Maureen Mitchell.

#### Present:

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

#### Absent:

David Snow

#### Public Comment Period:

- No Comments made

### Approval of June 3, 2019 Minutes

**Motion:** Pendergast

**Second:** K. Brown

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

**Abstain:** Strack, D. Brown

### Public Hearing

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

- Chair Maureen Mitchell opened public hearing and the following policies were presented:
  - Hours of Work (II-4)
  - Health/Vision and Dental Insurance (V-9)
- At the request of the Human Resources Department, policy (I-5) Probation and Probationary Periods was tabled to a future meeting.
- Senior Administrative Analyst Colene Torres gave the Board a verbal overview of policy (II-4) Hours of Work. Ms. Torres indicated that the purpose of this policy is to establish guidelines for the application of State and Federal laws including the Fair Labor and Standards Act (FLSA) and related amendments to the City of Riverside.
- Ms. Torres thoroughly reviewed all policy changes and indicated that the Finance Department was removed from the approval process for alternate/modified work weeks. In addition, Senior Administrative Analyst Torres indicated that the revised policy now includes an alternative make-up for holiday time.
- Vice-Chair Deanna Brown asked if gender specific references will be removed from all policies going forward. Senior Administrative Analyst Colene Torres responded and informed the Board that the

Human Resources Department will consider the possibility of changing the language within all policies, to make the policies gender neutral.

- Board Member Kerry Pendergast motioned to approve the policy as presented with a second by Board Member Wendy Strack. The motion passed unanimously.

**Motion:** Pendergast

**Second:** Strack

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

- Deputy Human Resources Director Miriana Gonzalez gave the Board a verbal overview of policy (V-9) Health/Vision and Dental Insurance. Ms. Gonzalez informed the Board that many of the changes within the policy are language clean-up.
- Deputy Director Gonzalez indicated that the policy was revised to clearly define a qualifying event in accordance with IRS Section 125. Ms. Gonzalez stated that changes were also made to the premiums section of the policy to include clarification of how premiums are paid and prorated. Lastly, Ms. Gonzalez indicated that the policy now includes information regarding expectable forms of documentation for dependent eligibility and a 60-day grace period. Board Member Ha Nghia asked why there is a 60-day grace period from the qualifying event date. Deputy Director Gonzalez responded and informed the Board that the 60-day grace period is defined by state law.
- Board Member Kerry Pendergast motioned to approve the policy as presented with a second by Board Member Karen Brown. The motion passed unanimously.

**Motion:** Pendergast

**Second:** K. Brown

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

**Public Comment Period:**

- No Comments made

**Presentation**

**2. Departmental Presentation – Stephanie Holloman, Human Resources Director**

- Human Resources Director Stephanie Holloman presented the Board with a PowerPoint presentation overview of the Human Resources Departments 2018 accomplishments, employee of the year and future goals.
- Ms. Holloman indicated that three RAW Program participants (formally homeless and unemployed) successfully transitioned to regular employment.
- Director Holloman informed the Board that the City of Riverside was named 2019 Top Employer by Inland Empire Magazine.
- Human Resources Director Holloman informed the Board that the Workers' Compensation Division opened 174 new cases and closed 204 cases. Board Member Kerry Pendergast inquired as to how the open cases compare to prior years. Director Holloman responded and informed the Board that she would obtain this information and present it at the October meeting.
- Chair Maureen Mitchell asked if the Legal Services Plan will be offered to retirees. Deputy Human Resources Director Miriana Gonzalez responded and indicated that the plan is currently not offered to retirees because the plan is paid through payroll deductions. Ms. Gonzalez indicated that the Human Resources Department will explore other alternatives.

## **Attendance**

### **3. Board Attendance**

- Board Member Wendy Strack motioned to excuse Vice Chair Deanna Brown's absence from the Human Resources Board meeting of June 3, 2019. Board Member Sonya Dew seconded the motion. The motion passed unanimously.

**Motion:** Strack

**Second:** Dew

**Ayes:** K. Brown, Dew, Mitchell, Nghia, Pendergast, Strack

**Abstain:** D. Brown

- Board Member Karen Brown motioned to excuse Board Member Wendy Strack's absence from the Human Resources Board meeting of June 3, 2019. Board Member Kerry Pendergast seconded the motion. The motion passed unanimously.

**Motion:** K. Brown

**Second:** Pendergast

**Ayes:** D. Brown, K. Brown, Dew, Mitchell, Nghia, Pendergast,

**Abstain:** Strack

## **Miscellaneous**

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

- Human Resources Director Stephanie Holloman informed the Board that the Human Resources Department is working on several health initiatives. In addition, Ms. Holloman indicated that enhanced health screenings will be available to employees at a reduced rate.
- Director Holloman informed the Board that the SEIU/Refuse classification and compensation study is anticipated to be completed by the end of the year.
- Ms. Holloman indicate that the City is 100% in compliance for Sexual Harassment Prevention Training.
- Human Resources Director Stephanie Holloman informed the Board that the Human Resources Department will begin to implement the on-board module of NeoGov making the process almost paperless.
- Director Holloman informed the Board that City will hire an executive search firm to conduct the Police Chief recruitment. Director Holloman indicated that the City will host several comprehensive community forums. Ms. Holloman stated that Larry Gonzalez has been named Interim Police Chief.
- Chair Maureen Mitchell asked what the timeline is to hire the replacement Chief. Director Holloman responded and informed the Board that the City is hoping to have the candidate on-boarded by January 2020, if the candidate is internal and February if external.
- Chair Maureen Mitchell asked if there will be several interview panels. Director Holloman responded and informed the Board that this recruitment will be a multi-step process in an effort to find the right fit for the position.

### **5. Items for Future Human Resources Board Consideration – Maureen Mitchell, Chair**

- No items identified.

*Meeting was adjourned at 5:44 p.m. by Chair Maureen Mitchell.*

Minutes submitted by: Colene Torres