



## HUMAN RESOURCES BOARD

Meeting Minutes  
Monday, December 2, 2019

### Opening:

The regular meeting of the Human Resources Board was called to order at 5:00 p.m. on Monday, December 2, 2019 in the City Hall Art Pick Council Chamber by Chair Maureen Mitchell.

### Present:

David Snow  
Ha Nghia  
Sonya Dew  
Kerry Pendergast  
Wendy Strack  
Deanna Brown  
Maureen Mitchell  
Michelle Stevens  
Elliott Min  
Stephanie Holloman

### Absent:

### Public Comment Period:

- No Comments made

### Approval of October 7, 2019 Minutes

**Motion:** Pendergast

**Second:** Sonya Dew

**Ayes:** Snow, Dew, Pendergast, Strack, Brown, Mitchell

**Abstain:** Ha Nghia

### 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:
  - Telecommuting Program (II-11)
- Human Resources Director, Stephanie Holloman gave the Board a verbal overview of policy (II-11) Telecommuting Program. Ms. Holloman stated that the Telecommuting Program is new to the City. Ms. Holloman indicated that the program will only be available to FLSA exempt employees and will require approvals from the Department Head, CIO, and HR Director. Each year employees' will be asked to re-certify their telecommuting plan which will require the Department Head to verify that the employee is performing the essential functions of the job. Ms. Holloman indicated that this policy is being brought back for review and approval as section 10 needed a minor revision to the Ad Hoc Arrangements section to include that telecommuting cannot exceed 40 hours or 5 days in a thirty-day period. This provision is for the Department Head to provide temporary telecommuting arrangements for a very short period for specific circumstances.

- Chair Maureen Mitchell asked if IT would verify employee's security and if Department Heads temporarily approve this arrangement who would be responsible to ensure that it's secure. Ms. Holloman informed Chair Mitchell that each Department Head will approve all work and ensure it is secure.
- Board Member David Snow referred to section 4.5 of the policy "childcare 12 and younger not allowed to care for children while working at home." Mr. Snow asked what happens if a child is sick or going to the doctor, etc. Ms. Holloman informed Board Member Snow that under those circumstances the employee should be utilizing family sick leave and should not be working while caring for a family member.
- Board Member Kerry Pendergast motioned to approve the policy as presented with a second by Board Member Wendy Strack. The motion passed unanimously.

**Ayes:** Snow, Nghia, Dew, Pendergast, Strack, Brown, Mitchell

**Absent:**

## **2. Human Resources Safety Related Policies – Charles McDonald, Safety Officer**

### **▪ Hazard Communication Program (VI-001)**

- Safety Officer, Charles McDonald gave the Board a verbal overview of policy (VI-001) Hazard Communication Program. Mr. McDonald indicated this policy is to increase employee awareness of hazardous chemicals that could be handled on the job or at a facility. The significant amendments were made in compliance with (California Code) Title 8, §5194 in addition to Global Harmonized Systems (GHS) for classification and labeling of chemicals. Administrative changes were made and labeling from Material Safety Data Sheets (MSDS) to Safety Data Sheets (SDS). Mr. McDonald stated that these policy impacts are requirements that are communicated to effected employees. City employees are familiar with the (SDS) 16 sections. Also, a technology change with this policy utilizing the City's SDS Manual can be viewed online from the employee's computer or from their mobile phone or tablet.
- Board Member David Snow inquired if there is a physical place that the SDS Manual is kept in case of a disaster. Mr. McDonald informed Board Member Snow that this information can be download from the SDS system.
- Board Member David Snow motioned to approve the policy as presented with a second by Board Member Kerry Pendergast. The motion passed unanimously.

**Ayes:** Snow, Nghia, Dew, Pendergast, Strack, Brown, Mitchell

**Absent:**

### **▪ Health and Safety Audits (I-003)**

- Safety Officer, Charles McDonald gave the Board a verbal overview of policy (I-003) Health and Safety Audits. Mr. McDonald indicated that the purpose is to provide a system of regularly scheduled Health and Safety Audits for every City facility with intentions to provide a safe and healthful work environment. The changes were general formatting to the audit checklist and minor changes to the Workplace Acknowledgment Form. Mr. McDonald stated that departments are required to complete these forms to verify that audits are being completed.
- Board Member David Snow inquired about how often these audits are being completed. Mr. McDonald informed Board Member Snow the City completes audits once a month for different facilities depending on what type of facility it is and if there are chemicals or other hazards.
- Board Member Wendy Strack motioned to approve the policy as presented with a second by Board Member Kerry Pendergast. The motion passed unanimously.

**Ayes:** Snow, Nghia, Dew, Pendergast, Strack, Brown, Mitchell

**Absent:**

## **Presentation**

### **3. Departmental Presentation – Catina Swift, Principal Human Resources Analyst and Jennifer Lopez, Human Resources Specialist**

- Principal Human Resources Analyst Catina Swift and Human Resources Specialist, Jennifer Lopez presented the Board with a PowerPoint presentation overview of the Municipal Volunteer Program. The presentation included innovative ways that the City is impacting the community by enhancing the cities Volunteer Program.
- Ms. Swift informed the Board that on average 600 community members contribute an average of 50,000 hours of their own time per year.
- Ms. Swift and Ms. Lopez informed the Board that the Training and Development Division has been working hard to think of new ways of how the City can manage the program better. Ms. Swift indicated that the City needs to utilize our resources and design a new website for the Municipal Volunteer Program for the community to be attracted and encouraged to volunteer within the City.
- Ms. Lopez indicated the website allows applicants to apply, get connected, and has the capability for Volunteers to track their timesheets (hours) daily. Departments can run reports for their department to see how many hours a volunteer has worked.
- Ms. Swift informed the Board that the City launched the Get Connected Municipal Volunteer site on September 3<sup>rd</sup> of this year and has since added 29 program pages from 5 departments, 66 new volunteers, and 5,700 approved volunteer hours.
- Board Member Sonya Dew inquired if there is a cost for volunteers to be live scanned and how long the live scan is valid for. Ms. Lopez informed Board Member Dew that there is no cost to volunteers and if a volunteer continues their services the live scan does not expire. However, if a volunteer hasn't been active for more than a year, the volunteer will need to be re-live scanned. Ms. Dew also asked about the volunteer timesheet. Ms. Lopez informed Ms. Dew that volunteers now have access to complete their timesheets on the Get Connected site and have the option to download a mobile application to submit timesheets through their phone or through a computer.
- Board Member Kerry Pendergast inquired if there's a way to engage and reach back out to previous volunteers through the Get Connected site. Ms. Lopez informed Board Member Pendergast that we do reach out to volunteers through the site after they apply and currently looking into creating a report to determine which volunteers never responded and still interested in volunteering.

### **Attendance**

#### **4. Board Attendance**

- Board Member Wendy Strack motioned to excuse Board Member Ha Nghia's absence from the Human Resources Board meeting on October 7, 2019. Board Member Deanna Brown seconded the motion. The motion passed unanimously.

**Motion:** Strack

**Second:** Brown

**Ayes:** Snow, Dew, Pendergast, Strack, Brown, Mitchell

**Abstain:** Nghia

### **Miscellaneous**

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

- Human Resources Director Stephanie Holloman informed the Board that the Human Relations Campaign annually surveys cities from all around the country on their municipal quality index and that the City of Riverside has significantly increased their municipal quality index from 2018 to 2019. In 2018, the City was at 65 out of 100 and in 2019, the City is at 91 out of 100.

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

- Chair Maureen Mitchell requested that the Human Resources Board meeting begins with the Pledge of Allegiance. All members of the Board agreed.

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

Minutes submitted by: Michelle Stevens