



## HUMAN RESOURCES BOARD

Meeting Minutes  
Monday, January 6, 2020

### Opening:

The regular meeting of the Human Resources Board was called to order at 5:00 p.m. on Monday, January 6, 2020 in the City Hall Art Pick Council Chamber by Vice-Chair Deanna Brown.

#### Present:

Deanna Brown  
David Snow  
Ha Nghia  
Kerry Pendergast  
Wendy Strack  
Colene Torres  
Elliot Min  
Stephanie Holloman

#### Absent:

Maureen Mitchell  
Sonya Dew

#### Public Comment Period:

- No Comments made

### Approval of December 2, 2019 Minutes

**Motion:** Pendergast

**Second:** Nghia

**Ayes:** D. Brown, Nghia, Pendergast, Snow, Strack

### Public Hearing

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

- Vice-Chair Deanna Brown opened public hearing and the following policies were presented:
  - Bilingual or Sign Language Designation (V-16)
- Human Resources Specialist, Kristle Tucker gave the Board a verbal overview of policy (V-16) Bilingual or Sign Language Designation. Ms. Tucker informed the Board that the major changes to the policy include establishing guidelines for properly designating bilingual or sign language positions within the City. Ms. Tucker informed the Board that employees are only expected to use their bilingual skills as part of their day-to-day duties and are not expected to provide interpreting services at City events. Lastly, Ms. Tucker informed the Board that a salary premium will be paid to employees designated as bilingual in accordance with each Memorandum of Understanding.
- Board Member David Snow asked why employees are being paid more for doing their job. Ms. Tucker responded and informed Mr. Snow that speaking an additional language is not part of an employees' day-to-day duties.
- Board Member Kerry Pendergast motioned to approve the policy as presented with a second by Board Member Wendy Strack. The motion passed with four (4) ayes and one (1) nay.

**Motion:** Pendergast

**Second:** Strack

**Nay:** Snow

**Ayes:** D. Brown, Nghia, Pendergast, Strack

**Public Comment Period:**

- No Comments made

**Presentation**

**2. Departmental Presentation – Michael Moore, Fire Chief**

- Fire Chief, Michael Moore presented the Board with a PowerPoint presentation overview of the Fire Department. The presentation included the department's major accomplishments, employee statistics, services provided, the department's current and projected employment and training opportunities.
- Chief Moore stated that it is very difficult to retain female Firefighters and the department struggles getting people through the background process because the process is so extensive. Chief Moore did indicate that the Fire Department's turnover rate is very low.
- Board Member Ha Nghia asked if the background process is more rigorous than other agencies. Chief Moore responded and informed the Board that the process is very rigorous because the City conducts a POST background check.
- Chief Moore indicated that Riverside's Fire Explorer Program is the most robust in the region. In addition, Chief Moore indicated that the department has been designated as an ISO Class 1 Fire Department. Chief Moore explained that this is the highest level of international accreditation.
- Board Member Wendy Strack commended Chief Moore for his leadership. Ms. Strack stated that diversity is important and indicated that the fire department provides high quality services to the community.
- Board Member Pendergast asked if the department has a dedicated grant writer. Chief Moore indicated that the department does have a staff member who is responsible for applying for grants.
- Vice-Chair Deanna Brown asked for stats on the number of injuries. Chief Moore responded and informed the Board that there are only three out of two hundred and forty employees out on injury.

**Miscellaneous**

**3. Human Resources Director Updates – Stephanie Holloman, Human Resources Director**

- Human Resources Director Stephanie Holloman informed the Board of all high-level recruitments including Assistant General Manager, Deputy Parks, Recreation and Community Services Director, Assistant Library Director, and Police Chief. Ms. Holloman indicated that the selection for the Police Chief should be made by the end of the month.
- Director Holloman informed the Board that \$2.2M has been saved as a result of managed hiring.
- Ms. Holloman indicated that the Human Resources Department will be partnering with the Chamber of Commerce on January 23<sup>rd</sup> to host a job fair at the Galleria at Tyler. Ms. Holloman stated that the City will host two sessions of "How to Build Your LinkedIn Profile."
- Vice-Chair Deanna Brown asked for an update regarding filling the vacancies on the Board. Director Holloman responded and informed the Board that the City Council is aware of the vacancies and actively trying to fill them.

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

- No items identified.

*Meeting was adjourned at 5:41 p.m. by Vice-Chair Deanna Brown.*

Minutes submitted by: Colene Torres