HUMAN RESOURCES BOARD

Meeting Minutes
Monday, October 7, 2019

Opening:

The regular meeting of the Human Resources Board was called to order at 5:00 p.m. on Monday, October 7, 2019 in the City Hall Art Pick Council Chamber by Chair Maureen Mitchell.

Present:	**Absent:**
Deanna Brown	Ha Nghia
David Snow	
Karen Brown	
Kerry Pendergast	
Maureen Mitchell	
Sonya Dew (arrived 5:03 p.m.)	
Wendy Strack	
Colene Torres	
Rosemary Koo	
Stephanie Holloman	

Public Comment Period:

- No Comments made

Approval of September 3, 2019 Minutes

Motion: Pendergast
Second: Snow
Ayes: K. Brown, D. Brown, Dew, Mitchell, 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**
   - Chair Maureen Mitchell opened public hearing and the following policies were presented:
     - Probation and Probationary Periods (I-5)
     - Telecommuting Program (II-11)
   - Deputy Human Resources Director Rene Goldman gave the Board a verbal overview of policy (I-5) Probation and Probationary Periods. Ms. Goldman informed the Board that the major changes to the policy are identified in section one (1). Ms. Goldman noted that this section indicates that employees have property rights to a position once a probationary period in City service is completed and if the employee's probation is terminated the employee will be returned to their previous position, only if the probationary period was completed in the previous position.
   - Chair Maureen Mitchell asked what happens if the previous position was already filled. Deputy Director Goldman responded and informed the Board that the City will make every effort to find the employee an alternate position.
   - Ms. Goldman indicated that revisions to the probationary period for each collective bargaining unit was updated according to their MOU.

- Deputy Director Goldman indicated that the extension to probationary periods was also revised to include that the extension of probation due to absences will be based on the total number of hours of an absence rather than continuous number of days absent.
- 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, Pendergast, Snow, Strack

- Business Systems Support Manager Jason Lappin gave the Board a verbal overview of policy (II-11) Telecommuting Program. Mr. Lappin informed the Board that the Telecommuting Policy is new to the City.
- Board Member David Snow asked what types of checks and balances are in place for telecommuters. Human Resources Director Stephanie Holloman responded and informed the Board that the Telecommuting Policy is only intended for FLSA exempt employees. Ms. Holloman stated that not all employees can telecommute, and all requests will be thoroughly reviewed on a case-by-case basis. Ms. Holloman informed the Board that employees will not be allowed to take confidential documents home. Ms. Holloman indicated that recertification for telecommuting is required on an annual basis. Director Holloman indicated that telecommuting will not impact City operations in any way.
- Board Member Pendergast asked if the IT Department will be monitoring work and activity. Chief Innovation and Technology Officer George Khalil responded and informed the Board that all City owned laptops are encrypted and there are security protocols in place through defense strategy.
- Board Member Sonya Dew asked why the number of hours and days are not specified in the Ad Hoc Arrangements Section of the policy. Director Stephanie Holloman indicated that this was an oversight of the policy during the review process and the policy will need to be brought back to the Board at a later date.

Public Comment Period:

- No Comments made

Presentation

2. Departmental Presentation – George Khalil, Chief Innovation and Technology Officer

- Chief Innovation and Technology Officer George Khalil presented the Board with a PowerPoint presentation overview of the Innovation and Technology Department. The presentation included the department's major accomplishments, employee statistics, services provided, the department's current and projected employment and training opportunities.
- Mr. Khalil informed the Board that the department has approximately fifty-two team members that support approximately 2,400 employees.
- Chief Innovation Officer George Khalil indicated that the department is continuously improving cyber security defenses by enhancing cyber security and ransomware.
- Mr. Khalil informed the Board that attracting talent in specialized areas such as IT is a challenge for the department. Board Member Sonya Dew asked Mr. Khalil how long the department has utilized Interns and if any Interns have been hired into City service. Director Khalil responded and informed the Board that the department has been hosting Interns for the past year-and-a-half and none of them have transitioned into City service as of yet.
- Vice Chair Deanna Brown asked if we have adequate educational resources for obtaining Interns. Director Khalil responded and informed the Board that the department collaborates with Human Resources to hire Interns and the department is glad to host students who are still on the learning path.

- Board Member David Snow asked what the department utilizes GPS for. Director Khalil responded and informed the Board that GPS is used for tracking/visualizing data such as mapping out and locating City assets and tracking maintenance history.
- Vice Chair Deanna Brown inquired as to what role the Innovation and Technology Department had in the homeless report presented by the Mayor's Office. Chief Innovation Officer George Khalil responded and informed the Board that department assisted with the homeless data analytics platform, provided heat maps and technology support.
- Chair Maureen Mitchell and Board Member Kerry Pendergast commended Mr. Khalil for a job well done.

Attendance

3. Board Attendance

- Board Member Kerry Pendergast motioned to excuse Board Member David Snow's absence from the Human Resources Board meeting of September 9, 2019. Board Member Karen Brown seconded the motion. The motion passed unanimously.

Motion: Pendergast
Second: K. Brown
Ayes: D. Brown, K. Brown, Dew, Mitchell, Pendergast, Strack
Abstain: Snow

Miscellaneous

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

- Human Resources Director Stephanie Holloman informed the Board that all five community forums for the Police Chief recruitment have been completed.
- Director Holloman informed the Board that the citywide 10k A Day wellness initiative has concluded. Ms. Holloman indicated that there were approximately 331 participants that completed 173 million steps combined. In addition, Ms. Holloman indicated that the Bike Program has 14 participants and they have ridden 2,083 miles in total.
- Director Holloman indicated that open enrollment is scheduled for November 1-22, 2019. Ms. Holloman indicated that a new health care plan (Blue Shield Trio) will be offered to employees which will result in cost savings.
- Human Resources Director Stephanie Holloman indicted that the City is proactively educating our employees and has hosted two (2) active shooter trainings.

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

- No items identified.

Meeting was adjourned at 5:56 p.m. by Chair Maureen Mitchell.

Minutes submitted by: Colene Torres