



HUMAN RESOURCES BOARD

Meeting Minutes
Monday, April 5, 2021

Opening:

The virtual meeting of the Human Resources Board was called to order at 5:02 p.m. on Monday, April 5, 2021 by Vice-Chair Deanna Brown.

Present:

David Snow
Jayne Reid
Brian Baird
Kerry Pendergast
H. Martin DeCampos
Deanna Brown
Michelle Stevens
Rosemary Koo
Rene Goldman

Absent:

James Miller

Public Comment Period:

- No Comments made

Discussion Calendar

1. Nomination and Election of Board Officers – Deanna Brown, Vice-Chair

- Nomination (s) for Chair - Board Member Kerry Pendergast nominated Deanna Brown for Chair. Board Member Deanna Brown accepted the nomination. Board Member Kerry Pendergast motioned to approve the nomination with a seconded by H. Martin DeCampos. The motion passed unanimously.
- Nomination (s) for Vice-Chair - Board Member Kerry Pendergast nominated himself for Vice-Chair. Board Member Deanna Brown seconded the motion. The motion passed unanimously.

Public Hearing

Public Comment Period:

- No Comments made

2. Conduct Public Hearing to Accept Public Comment Regarding Human Resources Personnel Policies and Procedures – Maggie Tanner, Senior Human Resources Analyst

- Chair Deanna Brown opened public hearing and the following policies were presented:
 - Standards for Dress and Appearance (IV-2)
- Senior Human Resources Analyst, Maggie Tanner gave the Board a verbal overview of policy (IV-2) Standards for Dress and Appearance. Ms. Tanner stated that the Standards for Dress and Appearance policy name was changed from Customer Service Standards for Dress and Appearance. Ms. Tanner informed the Board that this updated policy was to establish uniform guidelines for presenting a clean and professional appearance by wearing appropriate attire at the workplace to promote a positive

image to customers, visitors, colleagues, and the general public. Ms. Tanner also let the Board know that additional changes that were made were administrative changes.

- Board Member Brian Baird asked, how appearance is being eliminated in this policy (referring to hair color, piercings and tattoos). Ms. Tanner informed Board Member Baird that it is being removed from this policy, but verbiage is included for employees to use their fair judgement in what is considered professional.
- Board Member David Snow motioned to approve the policy as presented with a second by Board Member H. Martin DeCampos. The motion passed unanimously.

Ayes: Snow, Reid, Pendergast, H. Martin DeCampos, and Brown

No: Baird

Absent: Miller

▪ Life Insurance (V-8)

- Human Resources Analyst, Jennifer Brown gave the Board a verbal overview of policy (V-8) Life Insurance. Ms. Brown stated that the biggest change was Additional Life Insurance. Ms. Brown noted that they broke the policy up in to two sections Basic Life Insurance and Additional Life Insurance. Basic Life Insurance your automatically enrolled when you are hired or promoted to a benefitted position. Ms. Brown let the Board know that Additional Life Insurance is not automatic and that all benefitted employees have the option to apply for Additional Life Insurance for themselves and their eligible dependents. Ms. Brown also informed the Board that the remaining structure of the policy separates the features, processes, and clarities for Basic and Additional Life Insurance.
- Board Member Brown Baird asked, why is this policy being brought to the Board for approval. Ms. Brown informed Board Member Baird that HR updates all policies on a regular basis and to keep this policy current and clarify the differences between Basic and Additional.
- Board Member H. Martin DeCampos motioned to approve the policy as presented with a second by Board Member Brian Baird. The motion passed unanimously.

Ayes: Snow, Reid, Pendergast, H. Martin DeCampos, Baird and Brown

Absent: Miller

Presentation

3. Brown Act Training – Rosemary Koo, Senior Deputy City Attorney

- Senior Deputy City Attorney presented the Board with a PowerPoint presentation overview of the Brown Act. The training provided the Board a summary of key things.
- Ms. Koo informed the Board that all government meetings are open to the public, this applies to all Boards, Commissions, Committees, and Council (not ad-hoc committees). Ms. Koo let the Board know that the Brown Act applies to this Board to adopt rules to the conduct of business. Ms. Koo informed the Board that the public has a right to address the legislative body at any meeting on any subject that is within the Board's jurisdiction. Brown Act Notice Requires that 72 hours for regular meetings and 24 hours for special meetings.

Miscellaneous

4. Human Resources Director Updates – Rene Goldman, Human Resources Director

- Human Resources Director Rene Goldman informed the Board that the City has had three high profile recruitments: Appointment of Frank Assumma to Deputy Police Chief, Donesia Aldana going to Council for final vote on 4/6/2021 for City Clerk, and an outside consultant CPSA HR Consulting for the City Attorney recruitment. Ms. Goldman informed the Board the City training will be launching a new training Learning Communities later this month and HR will provide a demo of this training to the Board

in the coming months. Ms. Goldman indicated that over the next several months there will be a number of policy revisions that HR will be bring to the Board for review and approval following the meet and confer process.

5. Items for Future Human Resources Board Consideration – Deanna Brown, Chair

- Chair Deanna Brown requested an update on policies and revisions over the last year. Ms. Goldman provided the Board with an update on the status of all policies and procedures. Board Member Brian Baird asked what policies and procedures have been put into place over the past year and what is in the intent for vaccines and COVID related items going forward for the next 6 months for the employees and the public. Ms. Goldman indicated that a Safety presentation will be scheduled for the May Board meeting.

Adjournment:

- Chair Deanna Brown motioned to adjourn the meeting with a second by Board Member Kerry Pendergast. The motion passed unanimously.

Ayes: Snow, Reid, Pendergast, H. Martin DeCampos, Baird and Brown

Absent: Miller

Meeting was adjourned at 6:20 p.m. by Chair Deanna Brown.

Minutes submitted by: Michelle Stevens