



## HUMAN RESOURCES BOARD

Meeting Minutes  
Monday, June 7, 2021

### Opening:

The virtual meeting of the Human Resources Board was called to order at 5:02 p.m. on Monday, June 7, 2021 by 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  
Giovany Palacios

### **1. Public Comment Period:**

- No Public Comment

### **• Conduct Public Hearing to Accept Public Comment Regarding Human Resources Personnel Policies and Procedures**

Chair Deanna Brown opened public hearing and the following policies were presented:

- Requesting Volunteers (I-9)
  - Human Resources Specialist, Jennifer Lopez gave the Board a verbal overview of policy (I-9) Requesting Volunteers. Ms. Lopez informed the Board that revisions to the policy included updating the policy guidelines, and the departments responsibility for not allowing existing City employees who request volunteers to substitute, supplement, or replace any vacancy of paid municipal staff. The revised policy outlines the background check process, driving guidelines, and Worker's Comp process for all volunteers.
  - Ms. Lopez informed the Board that the policy had minor language clean up since the policy was last revised in 2016.
  - Ms. Lopez informed the Board that volunteers no longer submit paper timesheets instead they are submitted electronically through GetConnected the volunteer system.
  - Board Member Brian Baird asked if the policy revisions are going to hinder or encourage increased volunteerism within the City and what's the expected outcome of these revisions. Ms. Lopez informed the Board that it's not going to hinder to the program it's just an update to the outdated policy.
  - Board Member Brian Baird motioned to approve the policy as presented with a second by Board Member H. Martin DeCampos. The motion passed unanimously.

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

**No:** Snow

**Absent:** Miller, Palacios

▪ Rest and Meal Breaks (II-5)

- Deputy Human Resources Director, Colene Torres gave the Board a verbal overview of policy (II-5) Rest and Meal Breaks. Ms. Torres informed the Board the revisions that were made were to ensure the City is in compliance with California Labor Code Section 512 which gives employees the right to an unpaid meal break during their shift. It also establishes uniform guidelines for rest and meal breaks.
- Ms. Torres informed the Board that meal breaks are non-compensable for one-half hour to one hour be provided to employees who work more than five consecutive hours.
- Board Member David Snow inquired if this is state law and asked why we document this. Ms. Torres responded to Mr. Snow and informed him that the policy is in compliance with California Labor Code Section 512 and in City format to create a policy. Ms. Torres indicated that State Law will prevail, with the exception of any MOU language that is established.
- Board Member Jayne Reid asked if there is an Employee Handbook that provides this information. Ms. Torres responded and indicated that the City has a Policy and Procedures Manual and informed the Board that anytime there is a change to a policy it is brought before the Board for review and approval before taken to City Council for adoption.
- Vice Chair Kerry Pendergast 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, Baird, and Brown

**Absent:** Miller, Palacios

▪ Reasonable Suspicious and Post-Accident Drug and Alcohol Testing (III-8)

- Safety Officer, Charles McDonald gave the Board a verbal overview of policy (III-8) Reasonable Suspicious and Post-Accident Drug and Alcohol Testing. Mr. McDonald informed the Board of minor revisions to our record keeping and retention requirements these are all contingent to our DOT requirements.
- Mr. McDonald informed the Board the Human Resources Department updated the list of controlled substances and screening for the random drug and alcohol testing as well as the post-accident drug and alcohol testing.
- Mr. McDonald informed the Board the City updated the administrative areas which is the new collection site.
- Vice Chair Kerry Pendergast motioned to approve the policy as presented with a second by Board Member H. Martin DeCampos. The motion passed unanimously.

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

**No:** Snow

**Absent:** Miller, Palacios

▪ Drug and Alcohol Policy for Employees (Except Fire Engineers) in Safety Sensitive Classifications (III-9)

- Safety Officer, Charles McDonald gave the Board a verbal overview of policy (III-9) Drug and Alcohol Policy for Employees (Except Fire Engineers) in Safety Sensitive Classifications. Mr. McDonald informed the Board the Random Drug and Alcohol Program was the addition of opioids from the DOT list.
- Mr. McDonald informed the Board of an administrative explanation in addition for the City's non-DOT safety sensitive positions.
- Mr. McDonald informed the Board that the FMCSA testing percentage was increased by DOT because every year that is re-accessed.
- Board Member H. Martin DeCampos motioned to approve the policy as presented with a second by Vice Chair Kerry Pendergast. The motion passed unanimously.

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

**Absent:** Miller, Palacios

## **Consent Calendar**

### **Minutes**

- **Review and Approval of April 5, 2021 Minutes**

- Vice Chair Kerry Pendergast motioned to approve the minutes as presented with a second by Board Member H. Martin DeCampos. The motion passed unanimously.

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

**Absent:** Miller, Palacios

### **Attendance**

- **Board Attendance**

- Vice Chair Kerry Pendergast motioned to excuse Board Member James Miller absence from the Human Resources Board meeting on April 5, 2021. Board Member Brian Baird seconded the motion. The motion passed unanimously.

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

- **Absent:** Miller, Palacios

### **Presentation**

- **Citywide COVID-19 Updates – Charles McDonald, Safety Officer**

- Safety Officer, Charles McDonald presented the Board with a PowerPoint overview of the Citywide COVID-19 Updates. Mr. McDonald informed the Board the City implemented various safety protocols with the CDC guidelines throughout all City buildings. Additionally, the City encouraged employees to get tested through Curative.
- Mr. McDonald informed the Board that on November 30, 2020, Cal/OSHA released an emergency temporary standard Title 8 CCR 3205 COVID-19 Prevention Program (CPP). The City created a City policy in accordance with Cal/OSHA Regulation ((V-09) COVID-19 Prevention Program)).
- Mr. McDonald informed the Board that countless hours was put into the Contact Tracing Team for monitoring employees with COVID or those who came in contact with someone with COVID.
- Charles McDonald informed the Board that sanitizing efforts are a high priority throughout city facilities.
- Board Member Brian Baird asked what the Cities next step are for returning to work. Mr. McDonald indicated that most City departments are migrating employees back into the office a few days a week. Providing maximum service to the community and public is a priority.
- Board Member H. Martin DeCampos indicated that he was very pleased to see the marketing material the City put together to keep the community/employees informed during the pandemic. Mr. DeCampos asked if there will be any changes that will be presented to the Board reagrding remote working within the City. Mr. McDonald responded and indicated that each department is unique and some departments can accommodate to have employees work remote, but other departments work closer with the public and requires those to come in. Ms. Goldman added to this by saying the City is looking at other options for hybrid work and each department varies.

## **Discussion Calendar**

- **Code of Ethics and Conduct**
  - No recommendations were made from the Human Resources Board.

## **Communications**

- **Items for Future Human Resources Board Consideration – Deanna Brown, Chair**
- Chair Deanna Brown requested an update on all policies and procedures.
- **Human Resources Director Updates – Rene Goldman, Human Resources Director**
  - Human Resources Director Rene Goldman informed the Board that Donesia Gause, was selected as the City Clerk.
  - Ms. Goldman informed the Board that the City Attorney recruitment will be closing soon and indicated that this recruitment is being handled by an outside agency CPS HR Consultants.
  - Ms. Goldman also informed the Board that there will be mandatory Diversity Training for all City staff.
  - Human Resources Director Goldman informed the Board that Human Resources will be opening the Senior/Principal Human Resources Analyst position.

*Meeting was adjourned at 6:25 p.m. by Chair Deanna Brown.*

Minutes submitted by: Michelle Stevens