



HUMAN RESOURCES BOARD

Meeting Minutes
Monday, July 12, 2021

Opening:

The hybrid meeting of the Human Resources Board was called to order at 5:20 p.m. on Monday, July 12, 2021 by Chair Deanna Brown.

Present:

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

Absent:

James Miller
Brian Baird
Giovanny Palacios

1. Public Comment Period:

- No Public Comments

2. 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 and Recruiting for Personnel Policy (I-1)
 - Deputy Human Resources Director, Colene Torres gave the Board a verbal overview of policy (I-1) Requesting and Recruiting for Personnel. Ms. Torres informed the Board that revisions to the policy included defining the process for requesting personnel, recruiting for personnel, and outlines the advertising and outreach guidelines to be utilized to ensure broad-reaching and cost-effective recruiting.
- Employee Separation Policy (I-8)
 - Deputy Human Resources Director, Colene Torres gave the Board a verbal overview of policy (I-8) Employee Separation. Ms. Torres informed the Board that revisions to the policy was to establish uniform guidelines to ensure consistent procedures for separating employees from City service. Ms. Torres also, added the revisions allow employees to utilize an authorized paid leave as the last day worked, such as vacation or compensatory time, not to exceed two weeks.
 - Ms. Torres indicated that the revisions clarify that employees may not separate on a City designated holiday unless the employee is scheduled to work on such holiday.
 - Deputy Human Resources Director Torres informed the Board that a section was added to the policy to inform employees that any outstanding debt with the City related to unpaid insurance premiums or overpayment in salary will have their final paycheck reduced for the amount owed to the City as permitted by law.
- Reference/Background Checks Policy (I-12)

- Deputy Human Resources Director, Colene Torres gave the Board a verbal overview of policy (I-12) Reference/Background Checks. Ms. Torres informed the Board these revisions establish guidelines for pre-employment reference checks of potential new hires from outside the City, promotions inside the City and for the release of personal or reference information to other employers.
- Ms. Torres indicated that the policy clarifies that an applicant's education and employment history information shall be verified after a conditional employment offer is extended. The City requires a minimum of two satisfactory references, which may be conducted by the hiring department or the Human Resources Department.
 - State Disability Insurance (SDI) and Paid Family Leave for General, Confidential, and Refuse Employees (V-1)
- Deputy Human Resources Director, Colene Torres gave the Board a verbal overview of policy (V-1) State Disability Insurance (SDI) and Paid Family Leave for General, Confidential, and Refuse Employees. Ms. Torres informed the Board that the policy has been revised to align with the California State disability insurance guidelines.
- Ms. Torres indicated that the policy clarifies coverage, enrollment, claims, City verification process, and the coordination of benefits.
- Vice Chair Kerry Pendergast motioned to approve the policies 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:

Absent: Miller, Baird, Palacios

Consent Calendar

Minutes

3. Review and Approval of June 7, 2021 Minutes

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

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

No:

Absent: Miller, Baird, Palacios

Board Attendance

4. Vice Chair Kerry Pendergast motioned to excuse Board Member James Miller's absence from the Human Resources Board meeting on June 7, 2021. Board Member Jayne Reid seconded the motion. The motion passed unanimously.
5. Vice Chair Kerry Pendergast motioned to excuse Board Member Giovanni Palacios absence from the Human Resources Board meeting on June 7, 2021. Board Member Jayne Reid seconded the motion. The motion passed unanimously.

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

No:

Absent: Miller, Baird, Palacios

Communications

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

- Human Resources Director, Rene Goldman informed the Board that Phaedra Norton, has been selected as the City Attorney.
- Ms. Goldman informed the Board that Adolfo Cruz Parks and Recreation Director has announced his retirement; his last day will be September 2, 2021. Ms. Goldman indicated that the City is currently recruiting for his position.
- Human Resources Director Goldman informed the Board that Human Resources is recruiting for a Senior/Principal Human Resources Analyst position.

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

- No items identified.

Meeting was adjourned at 5:29 p.m. by Chair Deanna Brown.

Minutes submitted by: Michelle Stevens