



## HUMAN RESOURCES BOARD

Meeting Minutes  
Monday, August 3, 2015

### Opening:

The regular meeting of the Human Resources Board was called to order at 5:00 p.m. on Monday, August 3, 2015 in the City Hall Art Pick Council Chamber by Chair Sonya Dew.

### Present:

### Excused Absence:

### Unexcused Absence:

Alysia Webb (Left 6:01 p.m.)  
Deanna Brown  
Darron Thompson  
Elvira DeCuir  
Lance Sayavong  
Norman Powell  
Rafael Elizalde (Arrived 5:17)  
Sonya Dew  
Tricia Eibs  
Colene Torres  
Brenda Diederichs  
Gregg Gu

### Guests:

Colleen Nicol, City Clerk  
Sergio Diaz, Chief of Police  
Pia Rose, Deputy Human Resources Director  
Karen Logue, Deputy Human Resources Director

### Public Comment Period:

- Jason Hunter addressed the Board.

### A. Approval of June 1, 2015 Minutes

Approved: Norman Powell  
Second: Elvira DeCuir  
Ayes: All

### B. Agenda Items

- At the direction of Chairperson Sonya Dew, agenda item number six (6) was taken out of turn. Board Member Tricia Eibs motioned to take agenda item six (6) out of turn, and Vice-Chair Alysia Webb seconded the motion. The motion passed unanimously.

### 1. Code of Ethics and Conduct Annual Review – Coleen Nicol, City Clerk

- City Clerk, Colleen Nicol informed the Board that the Code of Ethics and Conduct Annual Review will be heard by the Governmental Affairs Committee at 3:30 p.m. on Wednesday, September 2, 2015, in the Art Pick Council Chamber.
- Mrs. Nicol indicated Resolution 22461 requires that annually the Mayor, City Manager, City Attorney, and the Chairs of all Boards and Commissions meet with the City Council Governmental Affairs Committee to assess the effectiveness of the Ethics Code and its application. Mrs. Nicol indicated that the 2014 review did not result in any amendments to the resolution.
- City Clerk, Colleen Nicol indicated that the City Council public hearing on the report of the Governmental Affairs Committee, which may include recommendations or inclusion of new values or procedures, is scheduled for Tuesday, September 22, 2014, at 7 p.m. in the Art Pick Council Chamber.

## **2. Threat Assessment Presentation – Sergio Diaz, Chief of Police and Brenda Diederichs, Human Resources Director**

- Human Resources Director Brenda Diederichs provided the Board with a presentation overview of the Threat Assessment Team.
- Ms. Diederichs informed the Board that the Threat Assessment Team serves as an Advisory Committee to assist the Human Resources Director or his/her designee when necessary to assess reported threats of violence. Director Diederichs also provided the Board with policy III-4 Violence in the Workplace.
- Ms. Diederichs informed the Board that members of the Threat Assessment Team may be called upon to conduct a preliminary investigation, assess the danger or harm that may result from a threat, determine the level of risk and provide a recommendation for managing the situation.
- Ms. Diederichs informed the Board that all City employees will be required to attend Harassment Prevention Training within the next few months. Board Member Thompson inquired as to how long the training session will be. Ms. Diederichs responded and indicated that each training session is approximately two (2) hours long.
- Chairperson Sonya Dew asked Ms. Diederichs if the training session will include workplace bullying. Ms. Diederichs responded and indicated that workplace bullying will be included in the training.
- Board Member DeCuir inquired as to how often employees are subject to the harassment training. Ms. Diederichs responded and indicated that employees are required to attend training once every two (2) years.
- Police Chief Sergio Diaz provided the Board with a presentation overview of Assessing Suspicious Activity. This included an active shooter video that is often presented to church groups to raise awareness.
- Vice Chair Alysia Webb inquired as to who assesses the threats that are received to determine the seriousness. Chief Diaz responded and indicated that the Police Department assesses the threat and determines the seriousness of the situation on a scale ranging from low, medium and high.

## **3. Human Resources Board Ad-Hoc Committee Report – Alysia Webb**

- Vice-Chair Alysia Webb informed the Board that she was reluctant to give an update due to a memo that was sent to the Human Resources Board by the City Attorney's Office regarding the Boards role and duties as Board Members.
- Mrs. Webb indicated that she would provide the Board with an update once she meets with Deputy City Attorney Gregg Gu.

## **4. Discuss Public Comment Period – Sonya Dew, Chairperson**

- Chairperson Sonya Dew informed the Board that Board Member Tricia Eibs requested that the Board assess the public comment portion of the agenda in an effort to determine how effective current practices are.
- Board Member Tricia Eibs motioned to allow one public comment period per meeting. Motion failed for a lack of a second.
- Board Member Norman Powell motioned to keep the public comment portion of the agenda as it currently is until the Ad-Hoc Committee makes a recommendation to the Board. Board Member Tricia Eibs seconded the motion. Motion failed.
- Board Member Elvira DeCuir motioned to allow one public comment period at the beginning of the meeting, another public comment period after a presenter presents, and one public comment period at the end of the agenda. Board Member Rafael Elizalde seconded the motion. The motion passed with seven ayes.

**5. Human Resources Director Updates – Brenda Diederichs, Human Resources Director**

- Human Resources Director Brenda Diederichs informed the Board that the Human Resources Department is scheduled to receive a proclamation from the City Council on August 11, 2015.
- Ms. Diederichs reported that the Human Resources Department was being recognized as “The Heart of the City” for the services that the department provides to all citizens, employees, and volunteers.

**Public Comment Period:**

Jason Hunter addressed the Board.

**6. Future Discussion Items – Sonya Dew, Chair**

- No items identified.

***Adjournment:*** Meeting was adjourned at 6:30 p.m. by Chairperson Sonya Dew.

Minutes submitted by: Colene Torres