



## HUMAN RESOURCES BOARD

Meeting Minutes  
Monday, October 05, 2015

### Opening:

The regular meeting of the Human Resources Board was called to order at 5:00 p.m. on Monday, October 05, 2015 in the City Hall Art Pick Council Chamber by Chair Sonya Dew.

### Present:

Alysia Webb  
Deanna Brown  
Darron Thompson (Arrived 5:02)  
Elvira DeCuir  
Lance Sayavong  
Norman Powell  
Sonya Dew  
Colene Torres  
Brenda Diederichs  
Rahman Gerren

### Excused Absence:

Tricia Eibs

### Unexcused Absence:

Rafael Elizalde

### Guests:

Pia Rose, Deputy Human Resources Director  
Karen Logue, Deputy Human Resources Director  
Andrea Russell, Principal Human Resources Analyst

### Public Comment Period:

- Jason Hunter addressed the Board.

### A. Approval of September 14, 2015 Minutes

Approved: Alysia Webb  
Second: Deanna Brown  
Ayes: All

### B. Agenda Items

#### 1. Special Presentation – Andrea Russell, Principal Human Resources Analyst

- Principal Human Resources Analyst Andrea Russell provided the Board with a PowerPoint presentation overview of the recruitment and selection process. This included an overview of the recruitment contract, a brief description of the various assessment tools used, a summary of how to create a job announcement, the various advertising strategies used, application screening and creating an eligibility list.
- Vice-Chair Alysia Webb inquired as to how applications are examined. Principal Human Resources Analyst Andrea Russell replied and indicated that applications are examined by both the applicant tracking system NeoGov and by staff, depending on the quantity of applications received.
- Board Member Lance Sayavong inquired as to what the City's policy is for hiring veterans. Ms. Russell responded and informed Mr. Sayavong that the City has a Veterans Preference Policy in place that encourages veterans to join the City workforce. Ms. Russell indicated that qualified candidates under

this program are required to submit a copy of the veteran's DD-214 and if it is determined they are qualified, the City shall provide preference credit that will be added to their total final examination scores for placement upon an eligibility list. Ms. Russell informed Mr. Sayavong that this program does not guarantee job placement.

- Board Member Thompson inquired as to if they City takes diversity into consideration when making a hiring decision. Human Resources Director Brenda Diederichs replied and indicated that due to discrimination laws the City does not take diversity into consideration when making a hiring decision.
- Board Member Thompson requested that the wording on slide three (3) be changed from "best qualified applicants" to "qualified applicants."
- Chair Sonya Dew inquired as to how often the City's assessment tools are updated. Principal Human Resources Analyst Andrea Russell responded and indicated that each time a recruitment opens the Human Resources Department will review the assessment tool with the departments Subject Matter Expert (SME) to ensure the assessment is still valid.
- Board Member Elvira DeCuir inquired as to how internal/external applicants are notified of employment opportunities. Ms. Russell responded and indicated that vacancies are published on governmentjobs.com as soon as positions become available. Ms. Russell also informed the Board that current employees are notified of employment opportunities via email administrator once a week.

**Public Comment Period:**

- Jason Hunter addressed the Board.

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

- Human Resources Director Brenda Diederichs informed the Board that the City's Benefit Open Enrollment period begins November 1<sup>st</sup>.
- Ms. Diederichs informed the Board that the Non-Classified Project is scheduled to go to City Council on October 27<sup>th</sup>.

**Public Comment Period:**

Jason Hunter addressed the Board.

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

- Board Member Norman Powell requested an item regarding reestablishing the Boards Meeting Rules be placed on a future agenda.
- Chair Sonya Dew requested an update from the Human Resources Director regarding the Harassment Policy, the Boards Powers of Investigations, the disciplinary process and how employees are ensured a safe environment once a compliant is made without fear of retaliation and/or a hostile work environment be placed on a future agenda.
- Board Member Darron Thompson requested an item regarding the Boards Mission Statement be placed on a future agenda.

**Adjournment:** Meeting was adjourned at 5:52 p.m. by Chairperson Sonya Dew.

Minutes submitted by: Colene Torres