



HUMAN RESOURCES BOARD

Meeting Minutes
Monday, November 02, 2015

Opening:

The regular meeting of the Human Resources Board was called to order at 5:00 p.m. on Monday, November 02, 2015 in the City Hall Art Pick Council Chamber by Chair Sonya Dew.

Present:

Alysia Webb
Deanna Brown
Darron Thompson
Elvira DeCuir
Lance Sayavong
Norman Powell
Sonya Dew
Tricia Eibs
Colene Torres
Brenda Diederichs
Gregg Gu

Excused Absence:

Rafael Elizalde
Norman Powell

Unexcused Absence:

Guests:

Pia Rose, Deputy Human Resources Director
Carl Carey, Interim General Services Director

Public Comment Period:

- Jason Hunter spoke regarding the public comment portion of the Human Resources Board Minutes.
- Jason Hunter spoke regarding the Non-Classified Project that went before the City Council on October 27, 2015.

A. Approval of October 05, 2015 Minutes

Approved: Deanna Brown
Second:
Ayes: (1) One
Nays: (7) Seven

B. Agenda Items

1. Departmental Presentation – Carl Carey, Interim General Services Director

- Interim General Services Director Carl Carey presented the Board with a PowerPoint presentation overview of the General Services Department. This included an overview of the department's organization chart, strategic initiatives, current workforce, accomplishments, ethnic breakdown, employee morale, recruitment outreach techniques and turnover rate.
- Board Member Darron Thompson inquired as to what makes the positions in the General Services Department specialized. Interim Director Carey replied and informed the Board that the General

Services Department has many specialized positions that are difficult to recruit for due to the various certifications that are required for each position.

- Mr. Carey informed the Board that the General Services Department will be recognized in front of City Council on November 03, 2015 for an update of the General Services Department Building Services Division.
- Vice-Chair Alysia Webb publically thanked the General Services Department for the presentation. Ms. Webb also informed Mr. Carey that General Services employee Monique Gordon possesses excellent customer service skills.

Public Comment Period:

- No comments made.

2. Review of Human Resources Personnel Policies and Procedures – Pia Rose, Deputy Human Resources Director

- Deputy Human Resources Director Pia Rose presented the Board with one (1) policy for review and approval. The policy presented was Probation and Probationary Periods (I-5).
- Board Member Deanna Brown motioned to approve the policy. Board Member Tricia Eibs seconded the motion. Motion failed.
- Board Member Darron Thompson inquired if the presented policy is a rough draft due to the various typos. Human Resources Director Brenda Diederichs replied and informed Mr. Thompson that the Board is being asked to approve the content of the policy and changes to typos and formatting will be handled administratively.

Public Comment Period:

- Jason Hunter spoke regarding Policy I-5 Probation and Probationary Periods. Mr. Hunter requested the Board eliminate section 1 (f) and 2 (h) of the proposed policy.
- Jason Hunter spoke regarding Riverside Municipal Code 2.36.060.
- Board Member Darron Thompson inquired and asked if the Human Resources Department has looked at section 2.36.060 of the Municipal Code and how it related to policy I-5. Human Resources Director Brenda Diederichs replied and indicated that the Human Resources Department will ensure that policy I-5 is consistent with Section Code 2.36.060.
- Board Member Darron Thompson indicated that the Board will need further clarification on policy I-5 before a motion can be made.

3. Human Resources Board Ad-Hoc Committee Update – Alysia Webb, Vice-Chair

- Vice-Chair Alysia Webb informed the Board that she is working on a draft presentation for the December meeting.

4. Human Resources Director Updates – Brenda Diederichs, Human Resources Director

- Human Resources Director Brenda Diederichs informed the Board that the Non-Classified Project was approved by City Council on October 27, 2015. Ms. Diederichs indicated that the implementation phases will be a lengthy process.
- Ms. Diederichs informed the Board that the Open Enrollment period for employee benefit changes will be from November 2nd – November 20th.
- Director Diederichs informed the Board that the City will be hosting a seminar at the Riverside Convention Center on the topic of “Delivering World Class Customer Service” presented by Dennis Snow.

Public Comment Period:

- Jason Hunter spoke regarding Board training and the Board not following standard protocols for Boards to operate.
- Jason Hunter spoke regarding Robert’s Rules of Order.
- Jason Hunter spoke regarding items missing from future discussion on the October minutes.
- Jason Hunter spoke and indicated that the Board needs to give the Human Resources Department a timeline to follow up on future discussion items.
- Jason Hunter spoke regarding the Boards powers of investigations.

- Jason Hunter indicated that the Board needs to be provided with proper training so they can be effective.
- Deputy City Attorney Gregg Gu indicated that he will provide the Board with clarification regarding Board minutes at the December meeting.
- Vice-Chair Alysia Webb indicated that she would like to see a snapshot of what is said during the public comment portion of the minutes. Chairperson Sonya Dew indicated that she would like to see public comment more detailed along with Mr. Hunter's comments added. Board Member Darron Thompson indicated that he would like to see the Board meetings livestreamed.

5. Issues for Future Discussion – Sonya Dew, Chairperson

- Board Member Lance Sayavong requested training for all Board Members.

Adjournment: Meeting was adjourned at 5:58 p.m. by Chairperson Sonya Dew.

Minutes submitted by: Colene Torres