



HUMAN RESOURCES BOARD

Meeting Minutes
Monday, February 01, 2016

Opening:

The regular meeting of the Human Resources Board was called to order at 5:01 p.m. on Monday, February 01, 2016 in the City Hall Art Pick Council Chamber by Chair Sonya Dew.

Present:

Alysia Webb
Darron Thompson
Deanna Brown
Elvira DeCuir
Lance Sayavong
Sonya Dew
Tricia Eibs
Brenda Diederichs
Robert Hansen

Excused Absence:

Norman Powell
Rafael Elizalde

Unexcused Absence:

Guests:

Pia Rose, Deputy Human Resources Director
Karen Logue, Deputy Human Resources Director

Public Comment Period:

- No comments made.

A. Approval of January 04, 2016 Minutes

Board Member Tricia Eibs requested a revision to the January minutes.

Approved: Tricia Eibs
Second: Deanna Brown

B. Agenda Items

Public Comment Period

- Jason Hunter spoke regarding the Human Resources Boards investigatory powers.
- Jason Hunter spoke and indicated that the Board makes recommendations to the City Council not the City Manager. Mr. Hunter directed the Board to exercise their powers under the City Charter and Municipal Code.

1. Special Presentation – Pia Rose, Deputy Human Resources Director

- Deputy Human Resources Director Pia Rose presented the Board with a PowerPoint presentation overview of the grievance and appeals process. Ms. Rose informed the Board that there are nine bargaining units that have a Memoranda of Understanding (MOU). Deputy Director Rose indicated that the Employer-Employee Relations Resolution (EERR) covers employees who are not represented by a bargaining unit.

- Human Resources Director Brenda Diederichs referenced the EERR and directed the Board to section three of page fifteen. Ms. Diederichs indicated that all non-represented employees' grievances/appeals are sent to the Human Resources Board if a mutual agreement between parties cannot be reached. Ms. Diederichs informed the Board that grievances and appeals are used interchangeably by the City, Union and Employees.
- Ms. Rose informed the Board of the grievance and appeals procedures associated with each bargaining unit.
- Assistant City Attorney Bob Hansen informed the Board that all MOU provisions supersede the EERR.
- Board Member Lance Sayavong asked if there is proposed discipline on an employee if he/she can request a union representative to be present at the discipline meeting. Ms. Rose responded and indicated that under the law, the employee can have a representative of their choice present.
- Board Member Lance Sayavong indicated that there should be two due processes to separately distinguish the grievance and appeals process. Ms. Rose responded and indicated that MOUs lump both, grievance and appeals into one process.
- Board Member Darron Thompson indicated that not all employees are truly given due process.
- Board Member Tricia Eibs asked Deputy Director Rose if there is a procedure in place that details how a grievance hearing will take place. Ms. Rose responded and indicated that a letter is sent to the employee detailing the hearing process.
- Board Member Elvira DeCuir asked Ms. Diederichs if the employee appeals process is referenced in the Employee Handbook. Ms. Diederichs responded and indicated that this information is not in the Employee Handbook and would be more appropriate in a policy.
- Board Member Lance Sayavong indicated that slide thirteen of the presentation shows that the Human Resources Board makes recommendations to the City Manager, however he was under the impression that the Board makes recommendations to the City Council.
- Assistant City Attorney Bob Hansen informed the Board that any action effecting an employee is sent directly to the City Manager as opposed to the City Council.
- Human Resources Director Brenda Diederichs indicated that all policy changes that deal with wages, hours or working conditions are sent to all unions for review.

Public Comment Period:

- Jason Hunter spoke regarding the EERR. Mr. Hunter stated that the EERR does not apply to non-represented employees.
- Mr. Hunter spoke regarding the grievance and appeals process. Mr. Hunter stated that grievance procedures must be different than disciplinary and appeals procedures.
- Jason Hunter provided the Board with a copy of Resolution 22923.

2. Human Resources Board Role Clarification (RMC 2.36.030) – Brenda Diederichs, Human Resources Director

- Human Resources Director Brenda Diederichs presented the Board with Ordinance 6847.
- Ms. Diederichs informed the Board that the City Clerk routinely updates City Ordinances to align with the City Charter.
- Director Diederichs informed the Board that Ordinance 6847 was revised in 2005 which resulted in the Board losing their investigatory powers. Ms. Diederichs directed the Board to section "D" of the ordinance and indicated that this section indicates that the Board makes recommendations to the City Manager not the City Council regarding personnel administration.
- Board Member Deanna Brown stated that the Board should be allowed to vote on whether or not they want investigatory powers.

Public Comment Period:

- Jason Hunter spoke regarding Riverside Municipal Code 2.36.030 (D) and indicated that this needs to be changed back to pre-2005 language restoring the Boards investigatory powers.

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

- Vice Chair Alysia Webb presented the Board with a revised copy of the Meeting Rules of the Human Resources Board.

- Board Member Tricia Eibs motioned to accept the meeting rules as presented with a second by Board Member Lance Sayavong. The motion passed unanimously.

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

- Human Resources Director Brenda Diederichs requested to table this item.

Public Comment Period:

- Jason Hunter spoke regarding the EERR. Mr. Hunter stated that the EERR does not cover non-represented employees and the City Manager approves the discipline process.

5. Issues for Future Discussion:

- Board Member Tricia Eibs requested that the City Manager present on how his role fits into the discipline process.
- Board Member Lance Sayavong requested an item regarding Riverside Municipal Code 2.36.090 be placed on a future agenda.
- Board Member Tricia Eibs requested an item regarding the definition of the Boards investigatory powers be placed on a future agenda.
- Board Member Lance Sayavong requested an item regarding educating employees about the Human Resources Board be placed on the March agenda.
- Board Member Darron Thompson requested grievance statistics.

Adjournment: Meeting was adjourned at 6:51 p.m. by Chairperson Sonya Dew.

Minutes submitted by: Colene Torres