



## HUMAN RESOURCES BOARD

Meeting Minutes  
Monday, July 11, 2016

### Opening:

The regular meeting of the Human Resources Board was called to order at 5:02 p.m. on Monday, July 11, 2016 in the City Hall Art Pick Council Chamber by Chair Sonya Dew.

### Present:

Alysia Webb  
Deanna Brown  
Lana Haddad  
Lance Sayavong  
Rafael Elizalde  
Sonya Dew  
Tricia Eibs  
Colene Torres  
Rosemary Koo

### Excused Absence:

Elvira DeCuir

### Unexcused Absence:

### Public Comment Period:

- Jason Hunter provided the Board with an article from the Press Enterprise regarding firefighters who were offered the wrong pension plan. Mr. Hunter requested the Board to investigate this matter to determine how much money this mistake cost the City.

### A. Approval of June 06, 2016 Minutes

Approved: Lana Haddad  
Second: Alysia Webb  
Abstention: Sonya Dew

### B. Agenda Items

#### 1. Human Resources Board Training Regarding Hearing Procedures – Rosemary Koo, Deputy City Attorney II

- Deputy City Attorney Rosemary Koo provided the Board with an overview of the Hearing Rules and Procedures that were adopted at the June meeting concerning appeals of personnel matters.
- Ms. Koo cited Section 807 of the City Charter (Human Resources Board – Composition) and informed the Board that their role is to act in an advisory capacity to the City Council on items concerning personnel matters.
- Deputy City Attorney Rosemary Koo informed the Board that upon the Human Resources Department receiving an appeal request the grievance hearing will be published as a “special meeting.” Ms. Koo indicated that only grievance related items will be placed on the special meeting agenda.
- Deputy City Attorney Rosemary Koo informed the Board that the Chair of the Board will open the special meeting in open session to take public comments and then adjourn to closed session. Ms. Koo indicated that the Brown Act will be followed to ensure that the proper protections are in place.
- Ms. Koo informed the Board that public comments must be directed to a specific agenda item as limited to the Government Code.

- Deputy City Attorney Rosemary Koo indicated that if the Board reaches a decision in closed session to grant or deny the grievance, the Chair will reconvene the meeting in open session, and announce whether or not a decision was made how the Board ruled.
- Deputy City Attorney Rosemary Koo informed the Board that their role as Board Members at the hearing is to act somewhat like a jury and grant/deny the appellants grievance. Ms. Koo stressed the importance of providing fairness and due process throughout the hearing.
- Board Member Lance Sayavong requested clarification regarding the hearing continuance period. Deputy City Attorney Rosemary Koo informed Mr. Sayavong that a request for continuance must occur within fifteen days or less.
- Ms. Koo informed the Board that if a decision was unable to be made due to the lack of evidence, the Board could then direct the Human Resources Department to conduct further investigation and continue the hearing.
- Chair Sonya Dew inquired as to how long the Human Resources Department would have to report back to the Board with additional evidence. Deputy City Attorney Koo stated that the Board should specify a specific date to ensure that the hearing is rescheduled in a reasonable timeframe.
- Deputy City Attorney Rosemary Koo informed the Board of the importance of understanding their role as neutral arbitrators to ensure a fair hearing.
- Board Member Deanna Brown inquired as to if the Chair will be trained to rule on objections.
- Chair Sonya Dew informed Ms. Brown that she will meet with the City Attorneys Officer to ensure proper training is received prior to the hearing.

**Public Comment Period:**

- Jason Hunter spoke regarding the appeals process.
- Jason Hunter spoke regarding Section 807 of the City Charter.

**2. Issues for Future Discussion:**

- No items identified.

***Adjournment:*** Meeting was adjourned at 5:38 p.m. by Chair Sonya Dew.

Minutes submitted by: Colene Torres