



HUMAN RESOURCES BOARD

Meeting Minutes
Monday, March 6, 2017

Opening:

The regular meeting of the Human Resources Board was called to order at 5:00 p.m. on Monday, February 6, 2017 in the City Hall Art Pick Council Chamber by Vice Chair Alysia Webb.

Present:

Alysia Webb
Deanna Brown
Elvira Decuir (Arrived 5:11 p.m.)
Jennifer Humphreys
Lana Haddad
Lance Sayavong
Sherry Mellott
Sonya Dew
Colene Torres
Rosemary Koo
Stephanie Holloman

Absent:

Sonya Dew

Public Comment Period:

- No comments made.

Approval of February 6, 2016 Minutes

Approved: Jennifer Humphreys
Second: Deanna Brown

At the request of Vice Chair Alysia Webb item number nine (9) was taken out of turn.

1. Nomination of Election and Board Officers – Alysia Webb, Vice Chair

- Nomination (s) for Chair – Board Member Lance Sayavong nominated Alysia Webb for Chair. Vice Chair Alysia Webb accepted the nomination. Board Member Deanna Brown motioned to approve the nomination with a second by Board Member Lana Haddad. The motion passed unanimously.

Ayes: Brown, Humphreys, Haddad, and Mellott, Sayavong

Recused: Webb

Absent: Dew, Decuir

- Board Member Deanna Brown nominated herself for Vice Chair. Board Member Lana Haddad motioned to approve the nomination as stated and Board Member Sherry Mellott seconded the motion. The motion passed unanimously.

Ayes: Humphreys, Haddad, and Mellott, Sayavong, Webb

Recused: Brown

Absent: Dew, Decuir

2. Board Attendance

- Board Member Sherry Mellott motioned to excuse Board Member Lance Sayavong's absences from the Human Resources Board meetings of December 5, 2016, January 9, 2017, and February 6, 2017. Board Member Lana Haddad seconded the motion. The motion passed unanimously.

Ayes: Brown, Humphreys, Haddad, and Mellott

Abstention: Sayavong

Absent: Dew, DeCuir

- Board Member Lana Haddad motioned to excuse Board Member Elvira Decuir's absences from the Human Resources Board meetings of January 9, 2017, and February 6, 2017. Vice Chair Deanna Brown seconded the motion. The motion passed unanimously.

Ayes: Brown, Humphreys, Haddad, Mellott, and Sayavong

Abstention: Decuir

Absent: Dew

- Board Member Lance Sayavong motioned to excuse Board Member Lana Haddad's absences from the Human Resources Board meetings of January 9, 2017, and February 6, 2017. Vice Chair Deanna Brown seconded the motion. The motion passed unanimously.

Ayes: Brown, Humphreys, Mellott, and Sayavong

Abstention: Haddad

Absent: Dew

- Vice Chair Deanna Brown motioned to excuse Board Member Alysia Webb's absence from the Human Resources Board meeting of January 9, 2017. Board Member Lana Haddad seconded the motion. The motion passed unanimously.

Ayes: Brown, Humphreys, Haddad, Mellott, and Sayavong

Abstention: Webb

Absent: Dew

Presentation

3. Departmental Presentation – Tonya Kennon, Library Director

- Library Director Tonya Kennon presented the Board with a verbal overview of the Library Department.
- Mrs. Kennon informed the Board that five (5) local rotary clubs donated a 3D Printer to the library. Mrs. Kennon indicated that the library is providing innovative technology to the community by allowing the community to use the printer for personal needs, business needs, and to have fun.
- Board Member Lana Haddad asked Director Kennon if there is a charge to use the 3D Printer. Mrs. Kennon responded and indicated that the usage of the machine is currently free of charge. However, there may be a fee structure put in place if donations for printing materials and maintenance fees are not obtained.
- Director Kennon informed the Board that the library currently has 57 staff members. Mrs. Kennon indicated that the library takes advantage of all professional development training opportunities. Mrs. Kennon stated that the library is seeking ways to work leaner by evaluating various processes and eliminating unnecessary tasks to work more efficiently.
- Director Kennon informed the Board that the library capital improvement project is currently underway.
- Mrs. Kennon informed the Board that the library has an operating budget of 8.5 million and a nine member Board of Library Trustees which are in charge of administration of City libraries.
- Vice Chair Deanna Brown inquired as to what types of recruitment efforts are being made to recruit community volunteers. Director Kennon responded and informed the Board that the library has a Volunteer Coordinator and also takes advantage of the website Volunteer Match to recruit volunteers.

Mrs. Kennon stated that the library currently has over 200 active volunteers including Friends of the Library.

- Vice Chair Brown inquired as to the type of outreach that is being done for members of the community that are not mobile. Director Kennon responded and indicated that the library offers a home delivery service and mail delivery service.
- Board Member Lana Haddad inquired as to if the library participates in any type of internship programs. Director Kennon responded and informed the Board that most current library employees do not have degrees and cannot supervise interns.
- Vice Chair Deanna Brown inquired as to what type of efforts are being made to promote current staff members into supervisory positions. Mrs. Kennon responded and indicated that the department works within existing budget parameters and provides staff with special projects when they become available.
- Board Member Lance Sayavong asked Mrs. Kennon if the library utilizes veterans. Director Kennon responded and informed the Board that there are veterans that volunteer with the library. Mr. Sayavong offered to help place veterans in a work study program.
- Board Member Elvira Decuir inquired as to if the library has a hotspot. Mrs. Kennon responded and indicated that the library does have a hotspot, but the grant ends May 15, 2017 and the library does not have hotspot lending, therefore the library will not be extending the contract. Mrs. Kennon stated that the library is in the process of upgrading the Wi-Fi system.
- Vice Chair Deanna Brown inquired as to if the library has a grant writer. Director Kennon responded and indicated that she is the resident grant writer as she attended a five (5) day grant writing training. Mrs. Kennon indicated that she is training other staff members how to write grants.

Public Hearing

4. Conduct Public Hearing to Accept Public Comment Regarding Human Resources Personnel Policies and Procedures – Alysia Webb, Chairperson

- Chairperson Alysia Webb opened the public hearing and Interim Deputy Human Resources Director Miriana Gonzalez presented the following policy to the Board and the public.
 - Appointment and Selection of City Attorney Classifications and Salary Placement (I-17)
- Interim Deputy Director Gonzalez gave the Board a verbal overview of the new policy. Ms. Gonzalez informed the Board that the City Attorney's Office is restructuring the vast majority of their classification back to the classified service.
- Ms. Gonzalez informed the Board that the City Attorney's Office is one (1) of three (3) Charter Offices in the City.
- Deputy Director Gonzalez explained the natural progression process from a Deputy City Attorney (DCA) I to a DCA II.
- Vice Chair Deanna Brown inquired as to what the requirements are for a DCA I. Chief Assistant City Attorney Kristi Smith responded and indicated that the DCA classification requires no experience, but it does require that the State BAR is passed.
- Vice Chair Deanna Brown inquired as to why the City requires ABA accreditation. Vice Chair Brown indicated that the City is losing local attorneys because of the ABA requirement. Chief Assistant City Attorney Kristi Smith assured the Board that she would review the job description and ABA requirement.
- The Board requested that the City Attorney's Office report back to the Board regarding the ABA requirements listed in the job description for the DCA positions.
- Board Member Lana Haddad referred to section two (2) of the policy and asked why the policy limits pay equity for promotions. Chief Assistant City Attorney Kristi Smith responded and indicated that the section is to ensure that there is equity for those incumbents in existing positions.
- Board Member Lana Haddad indicated that a 5% raise is not enough to attract and retain talent and asked the City Attorney's Office to review the current compensation model.
- Board Member Lana Haddad asked if very many special merit increases have been given in the past. Interim Deputy Director Miriana Gonzalez responded and indicated that special merit increases are allowable and any department head can recommend a special merit increase for their employees. Chief

Assistant City Attorney Kristi Smith informed the Board that the City Attorney's Office is very structured when it comes to granting special merit increases and indicated that they have been given in the past for retention purposes.

- Vice Chair Deanna Brown motioned to approve the policy as presented with a second by Board Member Lana Haddad. The motion passed unanimously.

Ayes: Brown, Decuir, Humphreys, Haddad, Mellott, Sayavong, and Webb

Absent: Dew

5. Human Resources Director Updates – Stephanie Holloman, Human Resources Director

- Human Resources Director Stephanie Holloman gave the Board a brief biography about herself.
- Director Holloman spoke regarding the Budget Engagement Committee (BEC). Mrs. Holloman informed the Board that the BEC requested that the Human Resources Board provide three (3) to five (5) priorities for consideration. The BEC also requested that an authorized Board Member attend the April 6, 2017 BEC meeting and present the Board's priorities.
- Vice Chair Deanna Brown inquired as to what the high priorities are for the Human Resources Department. Director Holloman responded and indicated that one position be added to the Human Resources budget to assist with hiring fire and police personnel.
- Vice Chair Deanna Brown requested that the Board delay the presentation to the BEC.
- Board Member Lana Haddad requested that the Human Resources Department present the Board with five (5) to seven (7) priorities for consideration.
- Vice Chair Deanna Brown motioned to request a delay of the presentation to the BEC and that the Human Resources Department return to the Board with five (5) to seven (7) priorities. Board Member Lana Haddad seconded the motion. The motion passed unanimously.

Ayes: Brown, Decuir, Humphreys, Haddad, Mellott, Sayavong, and Webb

Absent: Dew

- Human Resources Director Stephanie Holloman informed the Board that the department passed the CHP audit on March 1st.
- Mrs. Holloman informed the Board that high profile recruitments for the Human Resources Department are underway for the positions of Deputy Human Resources Director, Business Systems Support Manager, and Safety Officer.
- Director Holloman informed the Board that due to the Sunshine Ordinance the Human Resources Department will be unable to present the Board with policies for review at the April Board meeting. Mrs. Holloman indicated that at least two (2) policies will be presented to the Board in May.

6. Items for Future Human Resources Board Consideration – Sonya Dew, Chair

- Chair Alysia Webb requested that the Standing Rules of the Human Resources Board be placed on the April agenda.
- Vice Chair Deanna Brown requested that the revised Policy and Procedure Revision Manual Project be placed on a future agenda.

Adjournment: Meeting was adjourned at 6:15 p.m. by Chair Alysia Webb.

Minutes submitted by: Colene Torres