



## HUMAN RESOURCES BOARD

Meeting Minutes  
Monday, September 11, 2017

### Opening:

The regular meeting of the Human Resources Board was called to order at 5:00 p.m. on Monday, September 11, 2017 in the City Hall Art Pick Council Chamber by Vice Chair Deanna Brown.

### Present:

Claudia Rodriguez  
Deanna Brown  
Elvira Decuir (Arrived 5:02 p.m.)  
Ha Nghia  
Sherry Mellott  
Sonya Dew  
Colene Torres  
Rosemary Koo  
Stephanie Holloman

### Absent:

Alysia Webb

### Public Comment Period:

- No comments made.

### Approval of August 7, 2017 Minutes

Approved: Claudia Rodriguez  
Second: Sonya Dew

### 1. Board Attendance

- Board Member Sonya Dew motioned to excuse Board Member Elvira DeCuir's absence from the Human Resources Board meeting of August 7, 2017. Board Member Sherry Mellott seconded the motion. The motion passed unanimously.

**Ayes:** Brown, Dew, Mellott, Nghia and Rodriguez

**Abstention:** DeCuir

**Absent:** Webb

### Presentation

### 2. Departmental Presentation – Carl Carey, General Services Director

- General Services Director Carl Carey presented the Board with a PowerPoint presentation overview of the General Services Department. The presentation included a diversity and gender breakdown, current challenges within the department, recruiting efforts, and departmental accomplishments.
- Director Carey indicated that the General Services Department is an internal services department that is part of the general fund.
- Mr. Carey informed the Board that the General Services Department will begin servicing police vehicles beginning in January 2018.
- General Services Director Carl Carey indicated that the Building Services Division maintains 125 City facilities with only five (5) Maintenance Workers.

- Mr. Carey informed the Board that the General Services Department is currently experiencing difficulties recruiting for specialized positions due to pay inequities from internal and external sources.
- Board Member Claudia Rodriguez asked if all vacancies within the General Services Department are posted on the City's website. Mr. Carey responded and informed the Board that all recruitments are posted on the City's website, however all vacancies are currently not posted as they are in different stages of the hiring process.
- Board Member Ha Nghia asked Mr. Carey if the department's vacancies are posted on any other website besides the City's website. Mr. Carey responded and informed the Board that the department works with Human Resources and determines where publications will be posted for specific trades.
- Board Member Sherry Mellott inquired as to how the new performance evaluation process is working for the General Services Department. Director Carey responded and informed the Board that he thinks that the new process is a good method to provide the employee and supervisor constructive criticism since the evaluation includes a self-appraisal form.
- Board Member Elvira DeCuir asked Mr. Carey if there is any effort within the department to diversify the workforce since it is male dominated. Mr. Cary responded and informed the Board that the department selects the number one competent person that is qualified to perform the essential duties of the job.
- Board Member Ha Nghia inquired as to how the General Services Department leverages succession planning. Director Carey responded and informed the Board that the General Services Department deals with succession planning by conducting a quarterly meeting with management staff to forecast the workforce and access the needs of the department.

### **3. Human Resources Director Updates – Stephanie Holloman, Human Resources Director**

- Human Resources Director Stephanie Holloman introduced newly appointed Human Resources Analyst Juanita Evans.
- Director Holloman informed the Board that the Recruitment Division within the Human Resources Department had a 22% reduction in time to hire.
- Ms. Holloman informed the Board that Adam Raymond was selected as the City's Chief Financial Officer/Treasurer.
- Director Holloman informed the Board that nineteen executives from the City participated in the annual Walk in Our Shoes event hosted by SEIU. Ms. Holloman indicated that the event allowed executives to shadow front line staff for half a day.
- Ms. Holloman informed the Board that the Public Utilities Department will be pilot the new Talent Management System. Ms. Holloman indicated that the system is 100% online cloud based and will have four different modules.
- Director Holloman informed the Board that the Municipal Volunteer/Internship Program will be shut down effective October 1<sup>st</sup> and re-launch on January 1<sup>st</sup> with new exciting opportunities.
- Human Resources Director Stephanie Holloman informed the Board that City policies will be brought forth at the November meeting for the Boards review. Ms. Holloman indicated that the policy schedule will also be revised and presented to the Board.

### **4. Items for Future Human Resources Board Consideration – Deanna Brown, Vice Chair**

- No items identified.

### ***Adjournment:***

- Board Member Ha Nghia motioned to adjourn the meeting with a second by Board Member Sherry Mellott. The motion passed unanimously.

**Ayes:** Brown, DeCuir, Dew, Mellott, Nghia and Rodriguez

**Abstention:**

**Absent:** Webb

*Meeting was adjourned at 5:52 p.m. by Vice Chair Deanna Brown.*

Minutes submitted by: Colene Torres