



HUMAN RESOURCES BOARD

Meeting Minutes
Monday, November 6, 2017

Opening:

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

Present:

Absent:

Alysia Webb
Claudia Rodriguez
Deanna Brown
Elvira Decuir
Ha Nghia
Maureen Mitchell
Sherry Mellott
Sonya Dew
Colene Torres
Rosemary Koo
Stephanie Holloman

Public Comment Period:

- No comments made.

Approval of October 2, 2017 Minutes

Approved: Sonya Dew
Second: Claudia Rodriguez

Presentation

1. Board Attendance

- Board Member Deanna Brown motioned to excuse Board Member Sherry Mellott's absence from the Human Resources Board meeting of October 2, 2017. Board Member Ha Nghia seconded the motion. The motion passed unanimously.

Ayes: Brown, DeCuir, Dew, Mitchell Nghia, Rodriguez, and Webb

Abstention: Mellott

2. Departmental Presentation – Adam Raymond, CFO/City Treasurer

- Chief Financial Officer Adam Raymond presented the Board with a PowerPoint presentation overview of the Finance Department. The presentation included a diversity and gender breakdown, current challenges within the department, recruiting efforts, and departmental accomplishments. Mr. Raymond indicated that the turnover within the department is due to the vast majority of employees retiring. CFO Adam Raymond stated that there are ten employees in the department that are eligible for retirement.

- Chair Alysia Webb asked if the Finance Department's vacancies are currently being outsourced. Mr. Raymond responded and informed the Board that there is an active recruitment for all vacancies within the department and some positions are being temporarily filled with temp agency employees.
- Mr. Raymond informed the Board that the Risk Management Division is currently improving business processes to improve customer service.
- Board Member Maureen Mitchell asked Mr. Raymond if the City Clerk's Office will still be responsible for a portion of risk management duties. Mr. Raymond responded and informed the Board that the City Clerk's Office is the official record keeper for all claims.
- Mr. Raymond informed the Board that the City has a two (2) year budget cycle and a five (5) year budget plan. Mr. Raymond stated that there is also a Budget Engagement Committee (BEC) that comprises of members of the community.

3. Safety Presentation – Chuck McDonald, Safety Officer

- Safety Officer Chuck McDonald presented the Board with a PowerPoint presentation overview of the city's Personal Protective Equipment (PPE) Program and Safety Data Sheet (SDS) Database. Mr. McDonald informed the Board of Cal/OSHA compliance regulations and fines. Mr. McDonald stated that PPE is necessary to keep employees safe.
- Safety Officer McDonald informed the Board that the City is in the process of purchasing an SDS Database. Mr. McDonald stated that Velocity was the vendor that was selected.
- Board Member Sonya Dew asked Mr. McDonald if there is a completion date for Velocity to have all datasheets uploaded. Mr. McDonald replied and informed the Board that it will take a few months for Velocity to upload and revamp all datasheets. Mr. McDonald indicated that this project will begin early next year.
- Ms. Dew asked Mr. McDonald how Supervisors and Forman will access the SDS database. Mr. McDonald replied and informed the Board that the database is accessible through an application download on all mobile devices.
- Board Member Ha Nghia asked Mr. McDonald to define what a weak PPE Program is. Mr. McDonald replied and informed the Board that poor communication and documentation defines a weak PPE Program.

4. Conduct Public Hearing to Accept Public Comment Regarding Human Resources Personnel Policies and Procedures – Stephanie Holloman, Human Resources Director

- Chairperson Alysia Webb opened public hearing and the following policies were presented:
 - Position Control (II-7)
 - Education Reimbursement Program (IV-3)
 - Employee Leave Donation Plan (V-3)
- Human Resources Analyst Colene Torres gave the Board a verbal overview of policy (II-7) Position Control. Ms. Torres indicated that the major change to this policy includes adding language from Riverside Municipal Code (RMC) 2.36.
- Ms. Torres indicated that the revised policy also defines clear roles and responsibilities for both, Human Resources and the Finance Department since the two departments collaborate to jointly maintain and control the Position Control System.
- Board Member Maureen Mitchell motioned to approve the policy as presented with a second by Board Member Sherry Mellott. The motion Passed unanimously.

Ayes: Brown, DeCuir, Dew, Mellott, Mitchell Nghia, Rodriguez, and Webb

- Principal Human Resources Analyst Catina Swift gave the Board a verbal overview of policy (IV-3) Education Reimbursement Program. Ms. Swift informed the Board that the major changes to this policy include adding language that certifications that prepare employees for professional credential or designation by an accredited institution, professional society, or private certificate granting agency will now qualify for reimbursement.
- Board Member Ha Nghia inquired if there is a cap on how many classes an employee can take per year. Ms. Swift responded and informed the Board that there is not a cap on how many classes an employee can take, but there is a cap on the reimbursement amount of \$1,000 per fiscal year.

- Board Member Claudia Rodriguez asked if technical classes qualify for reimbursement. Ms. Swift responded and informed the Board that under the new policy technical classes do qualify for reimbursement.
- Board Member Sherry Mellott asked how information regarding tuition reimbursement is being communicated to employees. Principal Analyst Catina Swift responded and informed the Board that the City hosts education fairs to educate employees of education incentives.
- Vice Chair Deanna Brown motioned to approve the policy as presented with a second by Board Member Sonya Dew. The motion Passed unanimously.

Ayes: Brown, DeCuir, Dew, Mellott, Mitchell Nghia, Rodriguez, and Webb

- Human Resources Analyst Adriana Parga gave the Board a verbal overview of policy (V-3) Employee Leave Donation. Ms. Parga informed the Board that this policy was revised to include language that IBEW members can donate compensation time per the IBEW MOU.
- Ms. Parga stated that employees who participate in State Disability Insurance (SDI) are not eligible to participate in the Leave Donation Program.
- Ms. Parga informed the Board that employees who apply for a leave donation are no longer required to be FMLA eligible.
- Human Resources Analyst Adriana Parga informed the Board that a revision was made to the Employee Leave Donation Form to inform participants that their name and department will be released in an effort to encourage donations to the leave plan.
- Board Member Elvira DeCuir asked how leave donation plan is communicated to employees. Ms. Parga responded and informed the Board that the policy and form are both posted on the city website.
- Board Member Claudia Rodriguez inquired as to if the employee has to start the leave donation process. Ms. Parga responded and informed the Board that the employee does initiate a leave donation, but there has been times in the past where family members have requested a donation on the employees behalf.
- Board Member Sheery Mellott motioned to approve the policy as presented with a second by Board Member HA Nghia. The motion Passed unanimously.

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

- Human Resources Director Stephanie Holloman introduced Miriana Gonzalez and Rene Goldman as the Human Resources Departments newly appointed Deputy Human Resources Directors.
- Ms. Holloman informed the Board that the City will host a Big Brothers/Big Sisters day on November 20th. Ms. Holloman indicated that twenty five students from local colleges will be mentored. Ms. Holloman stated that the City is an eager and excited partner to participate in such an event. Director Holloman informed the Board that there is no fiscal impact to departments that participate in the Big Brothers/Big Sisters event.
- Board Member Sonya Dew asked if the City is partnering with other schools for internship opportunities. Director Holloman responded and informed the Board that the Human Resources Department is reaching out to other local schools and determining what type of funding source there is for internships.

Items for Future Human Resources Board Consideration – Alysia Webb, Chair

- No items identified.

Adjournment:

- Board Member Elvira DeCuir motioned to adjourn the meeting with a second by Board Member Maureen Mitchell. The motion passed unanimously.

Ayes: Brown, DeCuir, Dew, Mellott, Mitchell, Nghia, Rodriguez, and Webb

Meeting was adjourned at 6:26 p.m. by Chair Alysia Webb.

Minutes submitted by: Colene Torres