



## HUMAN RESOURCES BOARD

Meeting Minutes  
Monday, March 5, 2018

### Opening:

The regular meeting of the Human Resources Board was called to order at 5:01 p.m. on Monday, March 5, 2018 in the City Hall Art Pick Council Chamber by Vice-Chair Deanna Brown.

#### Present:

Sonya Dew  
Maureen Mitchell  
Sherry Mellott  
Wendy Strack  
Elvira DeCuir  
Deanna Brown  
Michelle Stevens  
Rosemary Koo  
Stephanie Holloman

#### Absent:

Claudia Rodriguez  
Ha Nghia

#### Public Comment Period:

- No Comments made

### Approval of January 8, 2018 Minutes

Approved: Sonya Dew  
Second: Maureen Mitchell  
Ayes: All  
Abstain: Strack

### Approval of Special Meeting January 8, 2018 Minutes

Approved: Sherry Mellott  
Second: Elvira DeCuir  
Ayes: All  
Abstain: Strack

#### 1. Nomination and Election of Board Officers – Deanna Brown, Vice-Chair

- Nomination (s) for Chair - Board Member Deanna Brown nominated herself for Chair. Board Member Sonya Dew motioned to approve the nomination as stated and Board Member Maureen Mitchell seconded the motion. The motion passed unanimously.
- Nomination (s) for Vice-Chair - Board Member Deanna Brown nominated Maureen Mitchell for Vice-Chair. Board Member Maureen Mitchell accepted the nomination. Board Member Sonya Dew motioned to approve the nomination with a seconded by Sherry Mellott. The motion passed unanimously.

#### Presentation

#### 2. Departmental Presentation – Adolfo Cruz, Park and Recreation Director

- Park and Recreation Director Adolfo Cruz presented the Board with a PowerPoint presentation overview of the Park and Recreation Department. The presentation included personnel-related strategic initiatives for the upcoming year, personnel matters, and departmental accomplishments.
- Mr. Cruz informed the Board of the departments Riverside 2.1 Goals; Outstanding Customer Service and Value, Variety of Recreation and Community Services Programs, timely completion of maintenance and repair work, preserve, expand, and reclaim park property, and provide a world class Park and Recreation that is nationally ranked and recognized.
- Park and Recreation Director Adolfo Cruz informed the Board of last year's turnover statistics which included two retirements and ten resignations (two promotions externally and eight accepted another job).
- Mr. Cruz informed the Board that Riverside was named as the 2017 Playful City USA community for the tenth consecutive year. Also, for the third year in a row the department received from California Park & Recreation Society (CPRS) an Award of Excellence and Services Award.
- Park and Recreation Director Adolfo Cruz informed the Board that the Park and Recreation internal organizational/staffing structure is changing. Currently there are two FTE Superintendents (Recreation & Community Services); the change will combine two FTE's and make one FTE Assistant Deputy Director. Mr. Cruz also said in regards to the Aquatics division, it has been difficult to retain employees in past years. A study was completed and found out that we were underpaying lifeguards compared to other surrounding cities in the area. The City has increased compensation in hopes to retain lifeguards at the City.
- Mr. Cruz mentioned that the department is very excited of new training opportunities that the Human Resources Department is rolling out such as "Emerging Leaders".
- Board Member Sonya Dew inquired about the Recreation and Community Services Superintendent position and asked if it is going to be one position. Mr. Cruz said that the two FTE's currently are going to merge into one as an Assistant Deputy Director.
- Board Member Maureen Mitchell indicated that more parking should be allocated at parks.
- Board Member Sherry Mellott inquired about retaining seasonal workers and the steps that will be taken for this to take place. Mr. Cruz responded to the Board and indicated that hiring them during our high demand season (summer) and hanging onto them thru the rest of the year.
- Board Member Elvira DeCuir said that renting a covered space at park facilities is quite costly. Mr. Cruz said the cost is quite lower than other Cities in the area. A study was completed a couple years back and it was found that the City is right in the medium of other surrounding Cities. Mr. Cruz said that if we were to complete a new study at this time the City would probably find that we would need to increase the rental of covered spaces.

**Public Comment Period:**

- No Comments made

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

- Vice-Chair Deanna Brown opened public hearing and the following policies were presented:
  - Requesting and Recruiting Personnel (I-1)
- Senior Human Resources Analyst Maggie Tanner gave the Board a verbal overview of policy (I-1) Requesting and Recruiting Personnel. Ms. Tanner indicated there were no major changes, but some policy revisions. Changes included that departments with a vacancy shall complete an online requisition. Ms. Tanner also indicated the City Manager's Office has now been removed from checking position control and budgeting and it is being verified by Human Resources and Finance.
- Board Member Sonya Dew motioned to approve the policy as presented with a second by Board Member Sherry Mellott. The motion pass unanimously.

**Ayes:** Dew, Mellott, Mitchell, Strack, and DeCuir

**Absent:** Rodriguez, and Nghia

▪ Types of Positions, Appointments, and Status Dates (I-3)

- Deputy Human Resources Director, Miriana Gonzalez gave the Board a verbal overview of policy (I-3) Types of Positions, Appointments, and Status Dates. Ms. Gonzalez pointed out that only a few revisions were necessary for this policy. Ms. Gonzalez indicated that the RESET program is a temporary full-time one year assignment with an additional extension of 1,000 hours. Ms. Gonzalez also informed the Board that the City is now including City Council, and City Clerk who may hire outside the classified service for regular and temporary appointments.
- Board Member Elvira DeCuir asked why was City Council and City Clerk now added to section 2, C and D. Deputy Human Resources Director Gonzalez explained that City Council and City Clerk may now hire outside as non-classified service, to follow the City's Charter.
- Board Member Maureen Mitchell motioned to approve the policy as presented with a second by Board Member Sherry Mellott. The motion passed unanimously.

**Ayes:** Dew, Mellott, Mitchell, Strack, and DeCuir

**Absent:** Rodriguez, and Nghia

**4. Human Resources Director Updates – Stephanie Holloman, Human Resources Director**

- Human Resources Director Stephanie Holloman informed the Board that at the next City Council Meeting on March 6, 2018, the Human Resources department will receive a grant from CPS HR for Talent Management Innovation Grant of \$20,000 for Riverside's at Work Program to transition unemployed and homeless residents from survival to self-sufficiency.
- Ms. Holloman informed the Board that the Human Resources Department has on-boarded a citywide Workforce Development Officer that will be starting soon.
- Director Holloman informed the Board that a Request for Proposal (RFP) is in the process to select a regular Employee Assistance Program (EAP) provider.
- Ms. Holloman informed the Board a citywide SEIU salary survey study is underway. Salaries are being studied across our market basket. By completing this study it could result in a domino effect with other classifications.

**5. Items for Future Human Resources Board Consideration – Deanna Brown, Vice-Chair**

- Vice-Chair Deanna Brown requested that a revised Policy and Procedure Revision Manual Project be placed on a future agenda.
- Vice-Chair Deanna Brown requested that an amended calendar of the Policy and Procedure Revision Manual Project be emailed to the Human Resources Board.
- City Attorney Rosemary Koo informed the Board of the Annual Conflict of Interest and Brown Act training is coming up in April, Rosemary said they should consider attending.

**Adjournment:**

- Vice-Chair Deanna Brown motioned to adjourn the meeting with a second by Board Member Maureen Mitchell. The motion passed unanimously.

**Ayes:** Brown, DeCuir, Dew, Mitchell, Strack, Mellott

**Abstention:**

**Absent:** Rodriguez, Nghia

*Meeting was adjourned at 6:04 p.m. by Vice-Chair Deanna Brown.*

Minutes submitted by: Michelle Stevens