



## HUMAN RESOURCES BOARD

Meeting Minutes  
Monday, May 7, 2018

### Opening:

The regular meeting of the Human Resources Board was called to order at 5:00 p.m. on Monday, May 7, 2018 in the City Hall Art Pick Council Chamber by Chair Deanna Brown.

### Present:

Claudia Rodriguez  
Deanna Brown  
Ha Nghia  
Maureen Mitchell  
Sonya Dew  
Wendy Strack  
Colene Torres  
Rosemary Koo  
Miriana Gonzalez

### Absent:

Sherry Mellott

### Public Comment Period:

- No Comments made

### Approval of March 5, 2018 Minutes

Board Member Sonya Dew requested a minor revision to the March 2018 minutes.

### Motion:

Wendy Strack

### Second:

Maureen Mitchell

### Ayes:

Brown, Dew, Mitchell, Rodriguez, Strack

### Abstain:

Nghia

### Absent:

Mellott

### Presentation

#### 1. Departmental Presentation – Lea Deesing, Chief Innovation Officer

- Chief Innovation Officer Lea Deesing presented the Board with a PowerPoint presentation overview of the Innovation and Technology Department. The presentation included the department's strategic initiatives, major accomplishments, internal performance statistics, the department's Kaizen Career Map, diversity breakdown, and training opportunities.
- Ms. Deesing informed the Board that the department has a total of fifty eight FTEs and receives over 2100 calls for service each month.
- Chief Innovation Officer Deesing informed the Board that the department is expanding Government transparency efforts through technology and innovation.
- Ms. Deesing indicated that the City's Integrated Financial Accounting System is in the process of being upgraded and a new system will be rolled out in November of 2018.
- Director Deesing indicated that the Innovation and Technology Department is one of the only departments in the City that currently measures internal morale. Ms. Deesing stated that there has been an 8% increase in internal customer service since last year.

- Chief Innovation Officer Deesing informed the Board that the department utilizes a Kaizen Career Map for professional development, cross training, knowledge sharing, and succession planning. Ms. Deesing indicated that the department received an award for the “Most Innovative IT Workforce Initiative” category for IT’s Kaizen Career Road Map Program.
- Board Member Claudia Rodriguez inquired as to what the process is for an employee to opt in the Kaizen Career Road Map Program. Ms. Deesing responded and informed the Board that a brief email indicating which mentoring track the employee wishes to be on is sufficient enough to opt in the program.
- Ms. Deesing indicated that employees within the department are very loyal and turnover is very low.
- Director Deesing indicated that there is a gender gap in the IT industry which shows fewer women joining the technology field. Currently the department consists of 16% female, and 84% male.
- Director Deesing informed the Board that the Innovation and Technology Department relies heavily on Interns. Ms. Deesing stated that 50+ Interns have come through the Internship Program and most have moved on to high-paying full-time jobs.

#### **Public Comment Period:**

- No Comments made

### **2. Re-launching of the City’s Internship Program – Catina Swift, Principal Human Resources Analyst**

- Principal Human Resources Analyst Catina Swift presented the Board with a PowerPoint presentation overview of the City’s Internship Program.
- Human Resources Specialist Angela Morales informed the Board that the program revamp included mapping out each step of the Intern lifecycle from recruitment to departure.
- Senior Administrative Analyst Tiffany Wheeler informed the Board that the Municipal Internship Program was renamed to Riverside Workforce Intern Programs. Ms. Wheeler distinguished the difference between an Intern and a Volunteer.
- Ms. Wheeler indicated that the City previously had no way of tracking Intern/Volunteer hours worked. Ms. Wheeler stated that the City now has software that will report all Volunteer/Intern hours worked and the City will have the ability to better track which facility these individuals are located at.
- Senior Administrative Analyst Wheeler indicated that the City utilizes City Funded Interns, Unpaid Interns and Third-Party Interns citywide.
- The Board was informed of improvements that have been made to the Internship Program such as an Intern Experience Survey, a Certificate of Completion and an Off-boarding Checklist.
- Vice Chair Maureen Mitchell indicated that the program is extremely organized and commended the team for the program revamp.
- Board Member Sonya Dew inquired if any position can be filled as an Intern rather than a Federal Work Study participant. Principal Human Resources Analyst Catina Swift responded and informed the Board that the City has many internship opportunities and all positions can be filled either as an Intern or with a Federal Work Study student. Ms. Swift indicated that the City’s internship partners are University of California Riverside (UCR), Western Riverside Council of Governments (WRCOG), Riverside Community College (RCC), and the School of Career Education.
- Board Member Ha Nghia inquired as to what the Intern conversion rate is. Principal Analyst Swift responded and informed the Board that this information was not previously tracked. Ms. Swift indicated that she plans to create a metric to track the conversion rate in the future.

### **3. Board Attendance**

- Board Member Claudia Rodriguez motioned to excuse Board Member Ha Nghia’s absence from the Human Resources Board meeting of March 5, 2018. Board Member Sonya Dew seconded the motion. The motion passed unanimously.

**Ayes:** Brown, Dew, Mitchell, Rodriguez, Strack

**Abstention:** Nghia

**Absent:** Mellott

- Board Member Sonya Dew motioned to excuse Board Member Sherry Mellott's absence from the Human Resources Board meeting of March 5, 2018. Vice Chair Maureen Mitchell seconded the motion. Board Member Claudia Rodriguez indicated that the March minutes reflect that Sherry Mellott was present at the March meeting and indicated that she was not present at the March 5, 2018 meeting and suggested this change. Ms. Rodriguez requested that this item to be placed on a future agenda. The Board indicated that Sherry Mellott was present at the March 5, 2018 Board meeting and continued this item to a future agenda.

**Nay:** Brown, Dew, Mitchell, Nghia, Rodriguez, Strack

**Absent:** Mellott

- Board Member Ha Nghia motioned to amend the first vote regarding the March 5, 2018 unexcused absence for Sherry Mellott as she was determined to be present. Board Member Claudia Rodriguez seconded the motion the motioned passed unanimously.

**Ayes:** Brown, Dew, Mitchell, Nghia, Rodriguez, Strack

**Absent:** Mellott

- Board Member Sonya Dew motioned to continue the item whether to excuse the absence of Board Member Sherry Mellott from the regular meeting of the Human Resources Board on March 5, 2018 and change this item to reflect Claudia Rodriguez's absence. Ha Nghia second the motion. The motion passed unanimously.

**Ayes:** Brown, Dew, Mitchell, Nghia, Rodriguez, Strack

**Absent:** Mellott

- Board Member Wendy Strack indicated that the date listed for her absence for the March 5, 2018 Board meeting was incorrect and requested that this be changed to reflect an absence for the April 2, 2018 Human Resources Board meeting. Board Member Ha Nghia motioned to continue this item to the June 4, 2018 meeting with a second by Sonya Dew. The motion passed unanimously.

**Ayes:** Brown, Dew, Mitchell, Nghia, Rodriguez,

**Abstain:** Strack

**Absent:** Mellott

## **Miscellaneous**

### **4. Human Resources Director Updates – Miriana Gonzalez, Deputy Human Resources Director**

- Deputy Human Resources Director Miriana Gonzalez informed the Board that interviews for the City Manager recruitment are underway.
- Ms. Gonzalez informed the Board that a nationwide recruitment is underway for the Library Director recruitment.
- Deputy Director Gonzalez reminded the Board of the Human Resources Board presentation due to the City Council on May 22<sup>nd</sup>. Ms. Gonzalez encouraged all Board Members to attend.
- Ms. Gonzalez informed the Board of the various RFP's that the Human Resources Department is currently soliciting bids for.
- Deputy Director Gonzalez informed the Board that the annual Wellness Fair will be held on May 30<sup>th</sup>.

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

- Chair Deanna Brown requested that an item regarding summer schedule be placed on the June agenda.
- Board Member Sonya Dew inquired as to when policies will be presented to the Board for review. Deputy Human Resources Director Miriana Gonzalez responded and informed the Board that the Human Resources Department will present policies to the Board in July.

- Chair Deanna Brown requested individual training for all Board Members. Deputy City Attorney Rosemary Koo informed the Board of the Annual Conflict of Interest and Brown Act training. Ms. Koo indicated that Secretary, Colene Torres would send the training link via email.

***Adjournment:***

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

**Ayes:** Brown, Dew, Mitchell, Nghia, Rodriguez, Strack

**Abstain:**

**Absent:** Mellott

*Meeting was adjourned at 5:53 p.m. by Chair Deanna Brown.*

Minutes submitted by: Colene Torres