



## HUMAN RESOURCES BOARD

Meeting Minutes  
Monday, November 5, 2018

### Opening:

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

### Present:

Deanna Brown  
Ha Nghia Karen Brown  
Karen Brown  
Maureen Mitchell  
Sonya Dew  
Wendy Strack  
Colene Torres  
Elliot Min  
Stephanie Holloman

### Absent:

### Public Comment Period:

- No Comments made

### Approval of October 1, 2018 Minutes

**Motion:** Sonya Dew

**Second:** Maureen Mitchell

**Ayes:** D. Brown, K. Brown, Dew, Mitchell, Nghia, Strack

### Presentation

#### 1. Departmental Presentation – Erin Christmas, Library Director

- Library Director Erin Christmas presented the Board with a PowerPoint presentation overview of the Library Department. The presentation included the department's major accomplishments, internal performance statistics, the department's current and projected employment opportunities, and training opportunities.
- Director Christmas informed the Board that there are currently eight (8) library branches that are available for use by the public. Ms. Christmas indicated that the library is consistently applying for grant opportunities.
- Board Member Ha Nghia inquired as to why there is a gap between the Librarian and the Assistant Library Director classifications. Ms. Christmas indicated that it would be appropriate to create a Library Supervisor that would give the position a larger span of control before becoming an Assistant Library Director.
- Board Member Sonya Dew inquired as to what the plan is to adapt to the current challenges that the library is facing. Director Christmas responded and informed the Board that staff is receiving mental health and first aid training so they are better equipped deal with the homeless. Ms. Christmas informed the Board that the library is also increasing outreach in the community to show the public what the library has to offer.
- Board Member Karen Brown asked what measures the library is taking to deal with the homeless that gather on the steps and get in the way of those who are trying to use the library. Ms. Christmas responded and informed the Board that there are security guards stationed at four library locations to

try to dissuade people from loitering. Ms. Christmas stated that this issue is definitely a challenge as libraries are a free speech zone and open to the public.

- Vice Chair Maureen Mitchell inquired as to when the new library will be built. Director Christmas responded and informed the Board that all bids will be discussed with the Library Board of Trustees and the City Council in January, 2019 and that the goal is to open April, 2020. Ms. Mitchell asked if the design of the new library has changed. Ms. Christmas informed the Board that the design has not changed.
- Vice Chair Maureen Mitchell asked if the Library still uses Buzz Bee. Director Christmas responded and informed the Board that Buzz Bee was changed to "STREAM" (science, technology, reading, engineering, arts and mathematics). Ms. Christmas indicated that this change was made to be more contemporary so that kids, teens and adults can utilize the services.
- Vice Chair Maureen Mitchell asked what projects does the Friends of the Library fund. Director Christmas indicated that the Friends of the Library contribute a lot of funding toward the summer reading program, periodicals, DVD's and staff training opportunities. Ms. Christmas indicated that the majority of funding for staff training comes from The Foundation and they are able to sponsor a number of projects in the community.
- Chair Deanna Brown inquired as to what the Library Department's turnover rate is. Ms. Christmas indicated that there has been a total of three separations within the past year.
- Board Member Sonya Dew asked how employee morale is. Director Christmas responded and indicated that the Library currently has no grievances and only a couple people out of FMLA therefore, morale is good.
- Board Member Karen Brown asked what a volunteer does at the library. Director Christmas responded and informed the Board that volunteers are critical to the library and without volunteers the City would not be able to offer a number of programs.

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

- No Comments made

#### **2. Board Attendance**

- No action required.

**Ayes:** D. Brown, K. Brown, Dew, Mitchell, Nghia, Strack

**Absent:** Rodriguez

#### **Public Hearing**

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

- Chair Deanna Brown opened public hearing and the following policy was presented:
  - Secondary Employment or Business Activity (I-7)
- Senior Administrative Analyst, Colene Torres gave the Board a verbal overview of policy (I-7) Secondary Employment or Business Activity. Ms. Torres indicated that the purpose section of the policy was updated to add clarity to the policy.
- Ms. Torres indicated that a new paragraph was added to the policy that prohibits employees from engaging in secondary employment during working hours. Ms. Torres indicated that outside employment shall cease when, in the opinion of the Department Director, the secondary employment is interfering with the performance of the employee's City job.
- Senior Administrative Analyst Colene Torres noted a few administrative changes to the policy and indicated that a new paragraph was added to the policy regarding willful misuse of City funded property and spoke to the consequences associated with this action.
- Board Member Ha Nghia asked if this policy covers employees who work for Uber and Lyft. Human Resources Director Stephanie Holloman responded and informed the Board that all employees must register their secondary employment in an effort to ensure that employees are not participating in secondary employment while on City time.

- Board Member Sonya Dew motioned to approve the policy as presented with a second by Vice Chair Maureen Mitchell. The motion passed unanimously.

**Ayes:** D. Brown, K. Brown, Dew, Mitchell, Nghia, Strack

## **Miscellaneous**

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

- Human Resources Director Stephanie Holloman informed the Board that an Employee Engagement Survey will be sent out to all benefited employees. Ms. Holloman indicated that the survey will be conducted by a third party and is scheduled to launch November 13<sup>th</sup> for a period of four weeks. Director Holloman stated that the survey will be available via paper and email.
- Director Holloman indicated that an interactive location map has been created for the Accommodations for Nursing Mothers Policy. Ms. Holloman stated that the map includes addresses and photographs for all thirty six compliant locations.
- Human Resources Director Stephanie Holloman informed the Board that the newly appointed Utility General Manager's name will be released at the November 5<sup>th</sup> Board meeting.
- Ms. Holloman indicated that the interviews for the Chief Financial Officer are scheduled for November 15<sup>th</sup>.
- Director Holloman indicated that the Community Development Director recruitment is underway and scheduled to close on November 30<sup>th</sup>.

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

- No items identified.

*Meeting was adjourned at 5:32 p.m. by Chair Deanna Brown.*

Minutes submitted by: Colene Torres