



HUMAN RESOURCES BOARD

Meeting Minutes
Monday, April 8, 2019

Opening:

The regular meeting of the Human Resources Board was called to order at 5:00 p.m. on Monday, April 8, 2019 in the City Hall Art Pick Council Chamber by Chair Maureen Mitchell.

Present:

David Snow
Deanna Brown
Karen Brown
Kerry Pendergast
Maureen Mitchell
Sonya Dew
Wendy Strack
Colene Torres
Elliot Min
Stephanie Holloman

Absent:

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Public Comment Period:

- No Comments made

Approval of April 8, 2019 Minutes

Chair Maureen Mitchell and Board Member Wendy Strack requested minor revisions to the March, 2019 minutes.

Motion: Kerry Pendergast

Second: David Snow

Ayes: D. Brown, K. Brown, Dew, Mitchell, Pendergast, Snow, Strack

Presentation

1. Departmental Presentation – Edward Enriquez, Chief Financial Officer/City Treasurer

- Chief Financial Officer Edward Enriquez presented the Board with a PowerPoint presentation overview of the Finance Department. The presentation included the department's major accomplishments, employee statistics, services provided, the department's current and projected employment and training opportunities. Director Enriquez informed the Board that the department is comprised primarily of female employees.
- Mr. Enriquez stated that he is a firm believer in educating staff and continuously evaluates employee's strengths and provides staff with opportunities to grow.
- Director Enriquez informed the Board that 160 employees attended Purchasing 101 training on Monday, April 8th. Mr. Enriquez informed the Board that the citywide Purchasing Resolution has been amended to reflect current processes.

- Chief Financial Officer Edward Enriquez informed the Board that the CalPERS Challenge issue is one of the City's top three priorities.
- Board Member David Snow inquired as to why the City's budget goes up year-after-year and never goes down. Chief Financial Officer Edward Enriquez responded and informed the Board that the City currently operates under an incremental budgeting system and will move to a priority based budgeting system in the near future.
- Board Member Kerry Pendergast commended Mr. Enriquez for his excellent staffing strategy.
- Board Member Sonya Dew commended Chief Financial Officer Edward Enriquez for creating internal promotional opportunities. Ms. Dew asked Mr. Enriquez if there has been any grievances filed by employees. Mr. Enriquez responded and informed the Board that there have been staff challenges, but there are no current grievances. Director Enriquez stated that supervisors are setting expectation so that staff is aware of what they are being measured against.
- Board Member Dew asked Mr. Enriquez if the City Controller position was recently created and what the timeframe is to promote the current employee in that position to an Assistant Chief Financial Officer. Director Enriquez responded and informed the Board that the City Controller position is not new and there is no defined timeframe to promote, as he is helping the employee grow into the position.
- Board Member David Snow asked Mr. Enriquez if there is a business continuity plan in place. Director Enriquez responded and informed the Board that there is no formal plan in place. However, Mr. Enriquez stated that he places employees in certain positions knowing that they have the skillset to step-up in higher level roles when needed.
- Board Member Karen Brown asked Chief Financial Officer Edward Enriquez what Risk Management entails. Director Enriquez responded and informed the Board that the Risk Management Division handles all insurance related activities in addition to managing the self-insurance trust fund.
- Chair Maureen Mitchell asked Director Enriquez to clarify what big pieces of equipment within the City were paid for by Measure Z funds. Chief Financial Officer Edward Enriquez responded and informed the Board that fire trucks and police vehicles were predominantly purchased with Measure Z funding.
- Chair Maureen Mitchell asked Mr. Enriquez what procedures are in place to collect on severe delinquency accounts for business licenses. Director Enriquez responded and informed the Board that the City has had an Amnesty Program that affords people the opportunity to come current on their business license to avoid any type of penalties.

Public Comment Period:

- No Comments made

Attendance

2. Board Attendance

- Vice-Chair Deanna Brown motioned to excuse Board Member David Snow's absence from the Human Resources Board meeting of March 4, 2019. Board Member Wendy Strack seconded the motion. The motion passed unanimously.

Motion: D. Brown

Second: Strack

Ayes: D. Brown, K. Brown, Dew, Pendergast, Strack

Abstain: Mitchell, Snow

- Board Member Karen Brown motioned to excuse Chair Maureen Mitchell's absence from the Human Resources Board meeting of March 4, 2019. Board Member Kerry Pendergast seconded the motion. The motion passed unanimously.

Motion: K. Brown

Second: Pendergast

Ayes: D. Brown, K. Brown, Dew, Pendergast, Strack

Abstain: Mitchell, Snow

Miscellaneous

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

- Human Resources Director Stephanie Holloman informed the Board that the Transportation Division of the Parks, Recreation and Community Services Department recently passed a CHP audit with no findings.
- Director Holloman informed the Board that three (3) policy revisions have been completed and sent to the unions for input. Ms. Holloman stated that the policy review process is taking a little longer than usual as most unions are requesting a Meet and Confer.
- Human Resources Director Stephanie Holloman informed the Board that SB 1300 and SB 1343 (California Sexual Harassment Laws) affects four (4) Human Resources Policies and Procedures. Ms. Holloman indicated that these policies are under review and will be brought before the Board for review and approval.
- Ms. Holloman indicated that Get Fit Challenge participants have lost over 1,479 pounds as a group.

4. Items for Future Human Resources Board Consideration – Maureen Mitchell, Chair

- Chair Maureen Mitchell requested an updated policy revision schedule.

Meeting was adjourned at 4:59 p.m. by Chair Maureen Mitchell.

Minutes submitted by: Colene Torres