



## HUMAN RESOURCES BOARD

Meeting Minutes  
Monday, May 6, 2019

### Opening:

The regular meeting of the Human Resources Board was called to order at 5:00 p.m. on Monday, May 6, 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:

Ha Nghia

#### Public Comment Period:

- No Comments made

### Approval of April 8, 2019 Minutes

**Motion:** Kerry Pendergast

**Second:** Karen Brown

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

### Presentation

#### 1. Departmental Presentation – Robyn Peterson, Museum Director

- Museum Director Robyn Peterson presented the Board with a PowerPoint presentation overview of the Riverside Metropolitan Museum. The presentation included the department's major accomplishments, employee statistics, services provided, the department's current and projected employment and training opportunities.
- Ms. Peterson informed the Board that the Museum is comprised of 9.5 FTE's and recently merged all functions into a single division. Ms. Peterson indicated that she would like to add a Fundraising and Community Outreach Division to the department in the near future.
- Director Peterson acknowledged that diversity within the department is not where it needs to be and indicated that she hopes to improve in this area.
- Museum Director Robyn Peterson gave the Board an overview of the department's staffing history for the past twenty years. Director Peterson indicated that there was a staffing increase in 2015 due to an accreditation issue. Following that period, Ms. Peterson indicated that a number of positions were deemed unnecessary and positions were cut. Board Member Karen Brown inquired as to why the department can't keep staffing levels where they need to be. Director Peterson responded and informed the Board that approval and funding for additional FTE's must be obtained prior to hiring additional staff.
- Board Member Kerry Pendergast asked Ms. Peterson if the intent is to postpone filling vacant positions in an effort to reclassify them. Ms. Peterson responded and informed the Board that the reclassification process is a very lengthy process and that is not her intent.

- Board Member David Snow asked Ms. Peterson if the department has a business continuity plan in place. Mr. Snow also asked if the Museum storage facility is fully secured. Ms. Peterson responded and informed the Board that the Museum storage facility is fully secured and equipped with a halon sprinkler system. Ms. Peterson noted that Museum collection records are stored elsewhere.
- Board Member David Snow inquired as to who regulates and monitors the City's historic houses. Director Peterson responded and informed the Board that the City has a Historic Preservation Committee and Cultural Heritage Board that ensures that conservation, preservation, restoration and rehabilitation are consistent with the Riverside Municipal Code.
- Chair Maureen Mitchell inquired as to what the timeline is to clear out the Museum for renovation. Director Peterson responded and informed the Board that the Museum is 60-70% cleared out and the design process will take about one year to complete.
- Chair Maureen Mitchell asked if the Museum utilizes volunteers. Director Peterson responded and informed the Board that the Museum has a difficult time securing volunteers.
- Board Member Sonya Dew applauded Director Peterson for acknowledging the lack of diversity and staff within the Museum.

**Public Comment Period:**

- No Comments made

**Attendance**

**2. Board Attendance**

- Vice-Chair Deanna Brown motioned to excuse Board Member Ha Nghia's absence from the Human Resources Board meeting of April 8, 2019. Board Member Karen Brown seconded the motion. The motion passed unanimously.

**Motion:** D. Brown

**Second:** K. Brown

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

**Miscellaneous**

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

- Human Resources Director Stephanie Holloman informed the Board that Board Secretary Colene Torres sent out a revised policy revision schedule to the Board via email. Ms. Holloman stated that there are currently three (3) policies in the meet and confer process and there are twelve (12) policies under review.
- Director Holloman informed the Board that Inland Empire Magazine named the City of Riverside as a Top Employer.
- Ms. Holloman informed the Board that two (2) RAW participants successfully obtained temporary employment with the City and one (1) participant obtained a permanent position with Goodwill.
- Human Resources Director Stephanie Holloman informed the Board that the City will be launching a new bike program to encourage a healthy lifestyle. Ms. Holloman stated that May, 15<sup>th</sup> is Bike to Work Day with the Mayor.
- Director Holloman indicated that City safety is a top priority and there has been 39 less recordable injuries in 2018 from prior year 2017.

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

- Chair Maureen Mitchell requested an item regarding the Code of Ethics and Conduct be added to the June agenda.

*Meeting was adjourned at 5:28 p.m. by Chair Maureen Mitchell.*

Minutes submitted by: Colene Torres