



City of Arts & Innovation

Human Resources Board

TO: HUMAN RESOURCES BOARD **DATE: MARCH 3, 2025**

FROM: HUMAN RESOURCES DEPARTMENT

SUBJECT: PLAN TO DISCUSS THE 2025 HUMAN RESOURCES BOARD WORKPLAN FOR DESIGNATED COMMITTEE

ISSUE:

Plan and schedule to present the 2025 Human Resources Board Workplan for designated committee.

RECOMMENDATION:

That the Human Resources Board:

1. Approve presenting the 2025 Human Resources Board Workplan to the Inclusiveness, Community Engagement, and Governmental Processes Committee;
2. Discuss and make a motion to appoint the Chair, or if unavailable, assign a designee to deliver the presentation of the 2025 Human Resources Board Workplan to the Inclusiveness, Community Engagement, and Governmental Processes Committee; and,
3. Choose the date of the Inclusiveness, Community Engagement, and Governmental Processes Committee; meeting of either March 5, 2025, or April 5, 2025, at 1:00 p.m. to present the 2025 Human Resources Board Workplan.

BACKGROUND:

On December 11, 2024, the City Manager's Office conducted a Boards and Commissions Staff Training session. During this training, Annual Items and Workplans were discussed, and a Workplan Task Timeline was shared.

DISCUSSION

To ensure that the goals of each Board and Commission align with their designated responsibilities, annual workplans are developed for each body. These workplans help maintain focus on their defined roles and provide a roadmap for achieving specified goals and tasks. A Workplan Timeline has been established, which includes a requirement for Boards and

Commissions to present their workplans to City Council Committees each year in February or March.

FISCAL IMPACT:

There is no fiscal impact associated with this report.

Prepared by: Michelle Stevens, Secretary for the Human Resources Board

Attachments:

2025 Human Resources Board Workplan