



HUMAN RESOURCES BOARD

Meeting Minutes
Tuesday, September 10, 2024

Opening:

The hybrid meeting of the Human Resources Board was called to order at 5:00 p.m. on Tuesday, September 10, 2024, by Chair Kerry Pendergast.

Present:

Makisha Alexander
Brian Baird
Bedan Kamau
Kerry Pendergast
Elizabeth Scott-Jones
Michelle Stevens
Colene Torres

Absent:

Austin Attaway
H. Martin DeCampos

Public Comment Period:

- No Public Comments

Department Presentation

- Gilbert Hernandez, Public Works Director presented the Board with a PowerPoint presentation department overview. The presentation included the department's mission/vision, organizational chart, department functions, budget, employee statistics, development/training, recruitment efforts, and success/challenges.
- Mr. Hernandez informed the Board that the department has 285.75 filled FTE's out of 356.25 budgeted within three (3) divisions.
- Hernandez pointed out that City Council approved a five (5) year beautification project along Victoria Avenue.
- Director Hernandez stated that Urban Forestry received a one million dollar grant for Community and Forestry resiliency.
- Board Member Brian Baird inquired about the vacancies Public Works has. Mr. Hernandez stated the vacancies that are remaining are difficulty ones to fill due to the requirements needed ex. Class A licenses, schooling to obtain special licenses, engineers, etc.
- Chair Kerry Pendergast commended Mr. Hernandez on great leadership. Chair asked about the new trash trucks the city will be receiving shortly, does the city have the FTE's to drive them. Mr. Hernandez stated his Solid Waste team has a five (5) person flex to ensure coverage. Mr. Hernandez did mention the outside vendor Athens provides 1/3 of its services to residents in the city.
- Board Member Dr. Bedan Kamau as a constituent here in the city he can see the work being done (street paving, potholes), but what about parking shortages for electric vehicles to charge. Mr. Hernandez stated his team is working on installing more charging stations throughout the city

- Board Member Elizabeth Scott-Jones inquired about vacancies over the past few years and when was a salary survey completed. Mr. Hernandez referred to Miriana Gonzales from Human Resources who stated that salary surveys are requested from our bargaining groups (Unions). The last study was completed in 2022 for SEIU classifications.

Board Attendance

- Board Member Brian Baird motioned to excuse Board Member Makisha Alexander absence from the Human Resources Board meeting on June 3, 2024. Board Member Makisha Alexander seconded the motion. The motion passed unanimously.

Ayes: Pendergast, Scott-Jones, Kamau, and Baird

Obstain: Alexander

Absent: DeCampos, Attaway

- Board Member Brian Baird motioned to excuse Dr. Austin Attaway absence from the Human Resources Board meeting on August 5, 2024. Board Member Makisha Alexander seconded the motion. The motion passed unanimously.

Ayes: Pendergast, Scott-Jones, Alexander, Kamau and Baird

Absent: DeCampos, Attaway

- Board Member Brian Baird motioned to excuse Board Member Dr. Bedan Kamau absence from the Human Resources Board meeting on August 5, 2024. Board Member Makisha Alexander seconded the motion. The motion passed unanimously.

Ayes: Pendergast, Scott-Jones, Alexander and Baird

Obstain: Kamau

Absent: DeCampos, Attaway

- Board Member Brian Baird motioned to excuse Vice Chair Martin H. DeCampos absence from the Human Resources Board meeting on August 5, 2024. Board Member Makisha Alexander seconded the motion. The motion passed unanimously.

Ayes: Pendergast, Scott-Jones, Alexander, Kamau and Baird

Absent: DeCampos, Attaway

Minutes

- **Review and Approval of June 3, 2024, Minutes**
 - Board Member Brian Baird motioned to approve the minutes as presented with a second by Board Member Dr. Bedan Kamau. The motion passed unanimously.

Ayes: Baird, Scott-Jones, Alexander, Kamau and Pendergast

Absent: DeCampos, Attaway

Communications

- **Human Resources Director Updates – Colene Torres, Deputy Human Resources Director**
 - Deputy Human Resources Director Colene Torres stated July 25th was National Intern Day to celebrate Citywide program RISE (Riverside Intern Skills Engagement). City Departments nominated RISE participants and presented three (3) Shooting Star Awards.
 - Ms. Torres informed the Board on July 28th HR honored city staff who completed the EPIC (Engagement, Practical Skills & Tools, Innovation, Communication & Teamwork) Training Program. Along with kicking off ELA (Emerging Leaders Academy) Cohort 5 on September 18th – 30 participants have been selected.
 - Deputy Torres stated our Workforce Development team launched a new program called GROW Academy (Guiding Riverside Youth towards Opportunities in the Workforce); the first group of 14 students onboarded on 9/5/2024.
 - Human Resources Deputy Director Torres stated that Mr. David Garcia was selected as the General Manager of Public Utilities. We held interviews for Fire Chief on 9/9/2024. Other high-level recruitments underway are Deputy Finance Director, Deputy General Services Director, and Deputy Marketing and Communications Director.
 - Deputy Director Torres stated our staff attended UC Riverside Career Fair on 8/22/2024, it was very well attended and on 8/6/2024 Riverside Police Department held their National Night Out. Staff will also be attending the upcoming Riverside College and Career Fair on 9/26/2024, hosted by Galleria at Tyler.
 - Ms. Torres stated in the future Human Resources will be recruiting for a Principal Human Resources Analyst for Employee Experience.
- **Items for Future Human Resources Board Consideration – Kerry Pendergast, Chair**
 - a. Citywide Recruitment Update

Meeting was adjourned at 6:04 p.m. by Chair Kerry Pendergast.

Minutes submitted by: Michelle Stevens, Secretary Human Resources Board