



## HUMAN RESOURCES BOARD

Meeting Minutes  
Monday, August 4, 2025

### Opening:

The hybrid meeting of the Human Resources Board was called to order at 5:00 p.m. on Monday, August 4, 2025, by Chair Kerry Pendergast.

### Present:

Joshua Fleming  
Makisha Alexander  
Elizabeth Scott-Jones  
Jadie Lee  
Louise Borda  
Antonius Van Vegten  
Austin Attaway  
Kerry Pendergast  
Michelle Stevens  
Rene Goldman

### Absent:

### Public Comment Period:

- No Public Comments
- **Conduct Public Hearing to Accept Public Comment Regarding Human Resources Personnel Policies and Procedures**

Chair Kerry Pendergast opened public hearing, and the following policies were presented:

- Salary Plan Administration (II-3)
  - Deputy Human Resources Director, Colene Torres gave the Board a verbal overview of policy (II-3) Salary Plan Administration. Ms. Torres indicated that the policy was last revised in July 2006.
  - Ms. Torres informed the Board that this policy has been updated to ensure a consistent and equitable salary structure.
  - Deputy Torres informed the Board this policy has been revised to enhance consistency, clarify placement and advancement rules, and clarify the merit process.
  - Deputy Human Resources Director Torres informed the board the supplemental pay provisions section has been updated to comply with CalPERS reporting requirements, legal compliance, and enhance operational effectiveness.
  - Board Member Jadie Lee inquired about our Labor Market Basket, how often is it reviewed or fixed, how are the salaries of the executive class impacted and excluded from the classified class, and why are special classes not entitled to COLAs. Ms. Torres stated the Market Basket is fixed (15 agencies) with all going to Meet and Confer. She also stated there are around 500 employees in the non-represented group that impacts executive salaries too. Ms. Torres stated that COLAs (cost of living adjustments) referring to non-benefitted are not entitled to COLAs.

- Board Member Antonius Van Vegten inquired about the salary schedules being updated from one through eight (1-8) to one through ten (1-10) steps, why this was revised. Ms. Torres stated some classifications have ten steps as to when this policy was revised in 2006.
- Vice Chair Dr. Austin Attaway motioned to approve the policy as presented with a second by Board Member Antonius Van Vegten. The policy passed unanimously.

**Ayes:** Scott-Jones, Borda, Fleming, Alexander, Lee, Van Vegten, Attaway and Pendergast

**Abstain:**

**Absent:**

▪ Probation and Probationary Periods (I-5)

- Deputy Director Ms. Torres gave the Board a verbal overview of policy (I-5) Probation and Probationary Periods. Ms. Torres indicated that the policy was last revised in March 2020.
- Ms. Torres informed the Board that this policy outlines probation terms and conditions, specifies required and non-required probationary periods.
- Deputy Torres informed the Board that employees voluntarily demoted for non-performance or non-disciplinary reasons must complete the remaining probationary time.
- Deputy Human Resources Director Torres informed the Board the policy clearly defines the probationary period for each bargaining unit.
- Ms. Torres also informed the Board regarding extending probationary periods has been revised to include absences exceeding 160 hours (equivalent to 20 working days), including scheduled vacation and shifts for Fire and Fire Management Unit employees.
- Vice Chair Dr. Austin Attaway inquired about adding a probationary period to employees who are demoted. Ms. Torres stated that we have a separate policy for transfers and demotions that does require a new probationary period as we don't know how the employee is going to perform.
- Vice Chair Dr. Austin Attaway motioned to approve the policy as presented with a second by Board Member Elizabeth Scott-Jones. The policy passed unanimously.

**Ayes:** Scott-Jones, Borda, Fleming, Alexander, Lee, Van Vegten, Attaway and Pendergast

**Abstain:**

**Absent:**

▪ Retirement (CalPERS) (V-13)

- Principal Human Resources Analyst Michelle Vizcarra gave the Board a verbal overview of policy (V-13) Retirement (CalPERS). Ms. Vizcarra indicated that the policy was last revised in November 2012.
- Ms. Vizcarra informed the Board that this policy includes revisions to ensure compliance with membership requirements and maintains current membership information. Revisions also include clarifications on eligibility for enrollment, enhanced appointment types, and changes to the fiscal year for tracking temporary employee hours.
- Principal HR Analyst Vizcarra informed the Board that purchase of service credit now includes clearer language to the process, verify request with CalPERS in payroll records are found, and CalPERS requires employers to validate earnings and hours worked.
- Ms. Vizcarra informed the Board that this policy clarifies retirement eligibility based on a hire date and describes the applicable retirement formula.
- Board Member Jadie Lee inquired about if you have previous service credit with another agency. Ms. Vizcarra stated the verbiage pertaining to service credit should be spelt out.

- Vice Chair Dr. Austin Attaway inquired about the same service credit to clarify he understood.
- Board Member Joshua Fleming inquired about if this policy had been reviewed by CalPERS. Ms. Gonzales stated CalPERS does not review policies and procedures for agencies, this policy is for eternal procedures. CalPERS review MOU agreements with Unions to ensure they are complying with pay provisions and reporting.
- Vice Chair Dr. Austin Attaway motioned to approve the policy as presented with a second by Board Member Elizabeth Scott-Jones. The policy passed unanimously.

**Ayes:** Scott-Jones, Borda, Fleming, Alexander, Lee, Van Vegten, Attaway and Pendergast

**Abstain:**

**Absent:**

### **Department Presentation**

- General Services Director Lee Withers presented the Board with a PowerPoint presentation overview of our General Services Department. The presentation included the department's mission, organization, budget, statistics, diversity, recruitment opportunities, challenges, employee recognition, and employee development.
- Ms. Withers informed the Board that her department consists of five (5) divisions (Administration, Facility Maintenance, Property Services, Capital Projects, and Fleet) with a total of 76 funded FTEs and 12 vacancies.
- Ms. Withers shared an overlook of her department in fiscal year 2024-25; (931 HVAC systems replaced, 2.322 million print jobs completed, 1,824 maintenance work orders completed, along with 1,972 fleet vehicles managed, and 411 badges managed).
- Ms. Withers shared that staff training and development is very important for hands-on learning of a trade, along with access to professional licenses and certifications.
- Director Withers did make notice that her department currently has 15 vacancies, which adds to their challenges for recruitment, budget, and low unemployment rates.
- Board Member Antonius Van Vegten inquired about the new police station being demolished and re-built, where staff will be relocated too. Ms. Withers stated that it is a mystery they are working out, some will go to Magnolia Station, and others could temporarily move to City Hall, Orange Square, while the new station is being built.

### **Quarterly Metrics**

- The Human Resources Department provided the Human Resources Board quarterly metrics for the period of January 1, 2025, through June 30, 2025.
- Business Systems Manager Jason Lappin presented the Board with a PowerPoint presentation that provided an overview of the department's performance metrics. This presentation captured (departments mission, employees by department, retention and turnover, demographics, employee tenure, retirement eligible, promotions & transfers, telecommute, workers' compensation, recruitment, and safety).
- Vice Chair Dr. Austin Attaway stated the metrics look great and he is looking forward to seeing this quarterly, he inquired about if we see any trends as to why so many separations, along with he is concerned about the % of eligible retirements. Ms. Sandy Cramer stated that her Organizational and Development Training Team is currently in the process of re-vamping the exit interview process and going forward will be using

Qualtrics lifecycle. Sandy also stated that the City is aware of the growing number of eligible retirements, and with succession planning for the new talent management system on hold; her team is working on re-placement planning with departments at this time. Dr. Attaway would like to request for the next quarterly metrics if some additional slides could be added to note the difference between quarters.

- Board Member Antonius Van Vegten inquired about retention/turnover slide; in the future can the departments be added to see where the majority of turnover is taking place.
- Board Member Jadie Lee inquired about telecommuting by department; in the future she requested we add the percentage of employees in each department to determine % of employees telecommuting.
- Board Member Joshua Fleming asked for future metrics to see comparable's from quarter to quarter.
- Board Member Elizabeth Scott-Jones inquired about employees paying Social Security. Ms. Goldman stated, no it varies from agency to agency, but the city does not.

### **Consent Calendar**

### **Board Attendance**

- Board Member Scott-Jones motioned to excuse Board Member Makisha Alexander absence from the Human Resources Board meeting on July 7, 2025. Board Member Antonius Van Vegten seconded the motion. The motion passed unanimously.

**Ayes:** Scott-Jones, Borda, Fleming, Lee, Van Vegten, Attaway, and Pendergast

**Abstain:** Alexander

**Absent:**

- Board Member Scott-Jones motioned to excuse Jadie Lee absence from the Human Resources Board meeting on July 7, 2025. Board Member Antonius Van Vegten seconded the motion. The motion passed unanimously.

**Ayes:** Scott-Jones, Borda, Alexander, Fleming, Van Vegten, Attaway, and Pendergast

**Abstain:** Lee

**Absent:**

- Board Member Scott-Jones motioned to excuse Austin Attaway absence from the Human Resources Board meeting on July 7, 2025. Board Member Antonius Van Vegten seconded the motion. The motion passed unanimously.

**Ayes:** Scott-Jones, Borda, Fleming, Alexander, Lee, Van Vegten, and Pendergast

**Abstain:** Attaway

**Absent:**

## **Minutes**

- **Review and Approval of July 7, 2025, Minutes**

Board Member Elizabeth Scott Jones motioned to approve the minutes as presented.  
Board Member Louise Board seconded the motion. The motion passed unanimously.

**Ayes:** Borda, Alexander, Lee, Attaway, Scott-Jones, Fleming, Van Vegten and Pendergast

**Abstain:**

**Absent:**

## **Communications**

### **Human Resources Director Updates – Rene Goldman, Human Resources Director**

- Ms. Goldman informed the Board our recruitment team is underway recruiting for City Attorney.
- Ms. Goldman informed the Board that our annual recruitment fair will be in October at the Galleria at Tyler Mall.
- Director Goldman informed the Board our Wellness team has been collaborating with Blue Zones, creating a newsletter to a line with the cities (Physical, Emotional, Financial, Career).
- Director Goldman informed the Board our Wellness team will be hosting a webinar on Essential of Estate Planning.
- Ms. Goldman announced on the training side over the next six months the executives will be completing a 360 assessment.
- Director Goldman informed the Board that Executives and Deputies will also be completing an anagram at the next retreat.

### **Items for Future Human Resources Board Consideration – Kerry Pendergast, Chair**

*Meeting was adjourned at 6:13 p.m. by Chair Kerry Pendergast.*

Minutes submitted by: Michelle Stevens, Secretary Human Resources Board