



HUMAN RESOURCES BOARD

Meeting Minutes
Monday, February 2, 2026

Opening:

The hybrid meeting of the Human Resources Board was called to order at 5:00 p.m. on Monday, February 2, 2026, by Chair Kerry Pendergast.

Present:

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

Absent:

Public Comment Period:

- No 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:

- Overtime Compensation (non-safety) and Administrative Leave (II-6)
- Deputy Human Resources Director, Colene Torres gave the Board a verbal overview of policy (II-6) Overtime Compensation (non-safety) and Administrative Leave. Ms. Torres indicated that the policy was last revised in December 2014.
- Ms. Torres informed the Board that this policy establishes clean guidelines for overtime compensation the policy also addresses the approval process for administrative leave.
- Deputy Torres informed the Board the policy presents clearer definitions for classifications: Level I (Non-Exempt), Level II (Exempt), and Executive Management (Exempt). The compensatory time cap has risen from 100 to 120 hours.
- Deputy Human Resources Director Torres clarified that it is not a substitute for overtime or hour-for-hour compensation, but rather a recognition of exceptional performance.
- Board Member Dr. Austin Attaway motioned to approve the policy as presented with a second by Board Member Louise Borda. The policy passed unanimously.

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

Abstain:

Absent:

- Family Medical, Military Caregiver, and/or Pregnancy Disability Leave (V-4)
- Principal Human Resources Analyst Michelle Vizcarra gave the Board a verbal overview of policy (V-4) Family Medical, Military Caregiver, and/or Pregnancy Disability Leave.
- Ms. Vizcarra informed the Board the revised policy outlines definitions pertinent to caregiver leave under CFRA and FMLA, linking terms such as; designated person, eligible employee, and serious health condition.
- Principal HR Analyst Vizcarra the policy specifies who is an eligible employee must have been employed at least 12 months and 1,250 hours prior to leave.
- Ms. Vizcarra informed the Board of key relationships recognized for leave include parents, siblings, and grandparents, as well as registered domestic partners.
- Ms. Vizcarra also made note that a serious health condition is defined as an illness or injury requiring inpatient care or ongoing treatment.
- 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, Van Vegten, Attaway, Fleming, Lee, Sandoval and Pendergast

Abstain:

Absent:

- Equal Employment Opportunity (I-16)
- Senior Human Resources Analyst Kristle Synder gave the Board a verbal overview of policy (I-16) Equal Employment Opportunity. Ms. Synder indicated that the policy was last revised in November 2011.
- Ms. Snyder informed the Board the policy has been updated to ensure compliance with laws and to maintain a harassment-free workplace.
- Senior HR Analyst Snyder informed the Board key revisions clarify will make employment decisions based on merit without unlawful discrimination regarding protected characteristics such as race and national origin. Additionally, it recognizes religious dress and grooming practices as a protected characteristic.
- 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, Van Vegten, Attaway, Fleming, Lee, Sandoval and Pendergast

Abstain:

Absent:

Quarterly Metrics

- The Human Resources Department provided the Human Resources Board quarterly and annual year-end metrics.
- 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).
- Board Member Elizabeth Scott-Jones stated she is very thankful of the data that is being produced.
- Board Member Jadie Lee stated that she appreciates the additional data and clear picture.

Department Presentation

- Police Chief Larry Gonzalez presented the Board with a PowerPoint presentation overview of our Police Department. The presentation included the department's mission, organization, department overview, budget, employee statistics, funded positions, recruitment opportunities, training, and challenges.
- Police Chief Gonzalez informed the Board that his department consists of six (6) divisions (Support Services, Administrative Services, Special Operations, Community Engagement, Field Operations, and Investigations) with a total of 578 funded FTEs and 55.25 vacancies (Sworn and Civilian).
- Chief Gonzalez shared to become a Police Officer it takes on average 18 months (pre-academy, police academy, post-academy, field training, state-mandated training, training specific to assignment, rollcall training)
- Chief Gonzalez shared the toughest position to recruit for and retain our Dispatchers.
- Police Chief Gonzalez states they do have some challenges from hiring Dispatchers, and Records to competing with our agencies. Their success stories are they are near full staffing for officers, completed strategic plan for 2025 through 2027, and up to date on technology, programs, training, etc.
- Chief Gonzalez shared with an agency our size turnover is low, compared to past years.
- Vice Chair Dr. Austin Attaway was curious about 6 months training for officers. Chief stated there are five (5) phases. Great hiring numbers: but do you see any themes with the separations, compared to 2024. Chief said less separations compared to the previous year.
- Board Member Louise Boarda commented that she appreciates seeing employee wellness and engagement as a goal in the departments strategic plan.
- Chair Kerry Pendergast commented that he appreciates everything he does and his department.
- Board Member Antonius Van Vegten asked if in the future will there be a field community commander for each ward. Chief stated probably not because there are multiple wards in each area (north, south, east west).
- Board Member Jadie Lee Kudos to the Police Department, she echoes Dr. Attaway on his hiring department's numbers. Any changes to assist with the hiring of Dispatchers. Chief stated Dispatcher I's before promoting to II's can stay longer to become more comfortable with answering calls.

Consent Calendar

Minutes

- **Review and Approval of January 5, 2026; Minutes**

Vice Chair Dr. Austin Attaway to approve the minutes. The motion passed unanimously.

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

Abstain: Lee

Absent:

Board Attendance

- Vice Chair Dr. Austin Attaway motioned to excuse Board Member Jadie Lee absence from the Human Resources Board meeting on January 5, 2026. The motion passed unanimously.

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

Abstain: Lee

Absent:

- Vice Chair Dr. Austin Attaway motioned to excuse Board Member Joshua Fleming absence from the Human Resources Board meeting on January 5, 2026. The motion passed unanimously.

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

Abstain: Fleming

Absent:

Communications

Human Resources Director Updates – Rene Goldman, Human Resources Director

- Ms. Goldman informed the Board of several high-level recruitments Finance Director, Community Economic Development Director, City Attorney Director, and Inspector General
- Director Goldman informed the Board of our Benefits/Wellness team updating Benefit page, along with piloting a leave of absence request electronically.
- Director Goldman informed the Board that the city is officially Blue Zone certified.
- Ms. Goldman informed the Board our Safety Team has been very busy, focusing on offering in-person safety training to City employees and offering Stop-the-Bleed kits at all city facilities.

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

Meeting was adjourned at 6:23 p.m. by Chair Kerry Pendergast.

Minutes submitted by: Michelle Stevens, Secretary Human Resources Board