



HUMAN RESOURCES BOARD

Meeting Minutes
Monday, March 3, 2025

Opening:

The hybrid meeting of the Human Resources Board was called to order at 5:02 p.m. on Monday, March 3, 2025, 2024, by Chair Kerry Pendergast.

Present:

Makisha Alexander
Austin Attaway (hybrid)
Jadie Lee
H. Martin DeCampos
Kerry Pendergast
Elizabeth Scott-Jones
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 policy was presented:

- Education Reimbursement Program (IV-3)
 - Deputy Human Resources Director, Colene Torres gave the Board a verbal overview of policy (IV-3) Education Reimbursement Program. Ms. Torres indicated that the policy was last revised in February 2018.
 - Ms. Torres informed the Board that this policy includes revisions to support career development engagement by encouraging City employees to pursue educational courses.
 - Deputy Torres informed the Board that funding is contingent upon the annual appropriation of funds. Types of eligible expenses have been updated to include tuition, registration, books, course fees, and exam fees.
 - Deputy Human Resources Director Torres informed the board that to qualify for this program you have to pass probation and have not received a below standard rating review.
 - Vice Chair Member H. Martin deCampos inquired about the funding on a first-come basis. Ms. Torres stated that the \$250,000 annual budget has been set aside.
 - Board Member Jadie Lee inquired about the \$2,500 maximum allowed for all bargaining units per fiscal year. Ms. Torres stated, yes, all bargaining units including unrepresented are allowed the maximum.
 - Board Member Elizabeth Scott-Jones motioned to approve the policy as presented with a second by Board Member Jadie Lee. The policy passed unanimously.

Ayes: DeCampos, Pendergast, Alexander, Lee, Scott-Jones and Attaway

Absent:

Department Presentation

- Finance Director Kristie Thomas presented the Board with a PowerPoint presentation overview of our Finance Department. The presentation included the department's mission, financial leadership, position statistics, recruitment, and employee development.
- Ms. Thomas informed the Board that the department has 76.50 FTE's within six (6) divisions.
- Ms. Thomas emphasized her department's strategies by holding biweekly team meetings, leadership meetings, quarterly strategic meetings, along with annual departmental celebrations. Her 2025 program goals are employee/leadership development and succession planning.
- Ms. Thomas also made notice that her recruitment efforts with participation in the GROW program, networking. Some challenges that are being faced are compensation and high-level positions.
- Board Member Jadie Lee commended Ms. Thomas on recruitment efforts with the GROW Program (program is a paid internship that assists with organizational development).
- Board Member Makisha Alexander inquired about the 360-evaluation process and were they beneficial. Ms. Goldman responded by stating the evaluation is confidential, and we gather statistics from the evaluations in whole.

Discussion Calendar

1. Nomination and Election of Board Officers – Kerry Pendergast, Chair

- Nomination (s) for Chair - Board Member H. Martin DeCampos nominated Kerry Pendergast for Chair. Board Member Kerry Pendergast accepted the nomination. Board Member Makisha Alexander motioned to approve the nomination with a seconded by Elizabeth Scott-Jones The motion passed unanimously.

Ayes: DeCampos, Attaway, Alexander, Scott-Jones and Lee

No:

Obstain: Pendergast

- Nomination (s) for Vice-Chair - Board Member H. Martin DeCampos nominated himself for Vice-Chair. Board Member Makisha Alexander motioned to approve the nomination with a seconded by Elizabeth Scott-Jones The motion passed unanimously

Ayes: Scott-Jones, Lee, Attaway, Alexander and Pendergast

No:

Obstain: DeCampos

2. 2025 Human Resources Board Workplan

- The board requested we bring this item back to our April meeting to discuss further the Envision Riverside Strategic Plan and Core Goals.

Communications

3. Human Resources Director Updates – Rene Goldman, Human Resources Director

- Ms. Goldman informed the Board that our recruitment team, along with other departments from the city attend the Riverside 2025 Job Fair; eight booths were set-up on 2/27 at the Galleria of Tyler.
- Ms. Goldman informed the Board that our Training and Organizational Development team launched a new program for management (Amplify your Impact).
- Director Goldman informed the Board will be launching in April the 2025 employee engagement survey with Qualtrics.
- Director Goldman informed the Board that our Benefits/Wellness Team had a challenge during the holidays 'Maintain don't Gain' goal is to not gain weight.

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

- a. No items identified

Meeting was adjourned at 6:06 p.m. by Chair Kerry Pendergast.

Minutes submitted by: Michelle Stevens, Secretary Human Resources Board