

## HUMAN RESOURCES BOARD MINUTES

MONDAY, MAY 4, 2026, 5:00 P.M.  
3900 MAIN STREET, RIVERSIDE, CA

City of Arts & Innovation

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PRESENT: Chair Attaway, Vice Chair Lee, Board Members Sandoval, Frazier-Mathews, and Van Vegten

ABSENT: Board Members Scott-Jones, Fleming, Pendergast and Borda

STAFF  
PRESENT: Rene Goldman and Michelle Stevens

Chair Dr. Attaway called the meeting to order at 5:01 p.m.

### **PUBLIC COMMENT**

There was no one wishing to speak.

### **PUBLIC HEARING**

#### **Temporary/Seasonal Employee Benefits (V-14)**

Principal Human Resources Analyst, Michelle Vizcarra, gave the Board a verbal overview of policy (V-14) Temporary/Seasonal Employee Benefits. Ms. Vizcarra indicated that the policy was last revised in July 2006. She informed the Board this policy was revised to ensure compliance with federal and state laws. Key updates include clarified language regarding deferred compensation and CalPERS membership for temporary and seasonal employees, as well as new provisions about the withdrawal of contribution options, aligning with IRS and CalPERS regulations. Following discussion, it was moved by Vice Chair Lee and seconded by Board Member Van Vegten. The motion was carried unanimously with Board Member Scott-Jones, Fleming, Pendergast, and Borda absent.

#### **Reasonable Accommodation for Qualified Applicants and Employees with Disabilities (III-7)**

Human Resources Analyst, Alex Gutierrez, gave the Board a verbal overview of policy (III-7) Reasonable Accommodation for Qualified Applicants and Employees with Disabilities. Mr. Gutierrez indicated that the policy was last revised in November 2012. Mr. Gutierrez informed the Board this policy has been updated to ensure fair and swift decisions regarding accommodation for qualified individuals with disabilities. Key changes involve clearer, more concise language and explicit protection against retaliation for those requesting accommodations or participating in the process. The Reasonable Accommodation Request form has been revised to include an acknowledgment section covering the interactive evaluation process, potential need for

additional medical documentation, conditions for approval, confidentiality of medical information, and requirements for further communication with City representatives. Additional fields were added to specify the status of the requester and their supervisor's contact information, along with a section informing that medical documentation may be requested for non-obvious disabilities. Following discussion, it was moved by Board Member Frazier-Mathews and seconded by Vice Chair Lee. The motion was carried unanimously with Board Member Scott-Jones, Fleming, Pendergast, and Borda absent.

## **CONSENT CALENDAR**

It was moved by Vice Chair Lee and seconded by Board Member Van Vegten to approve the Consent Calendar as presented. The motion was carried unanimously with Board Member Scott-Jones, Fleming, Pendergast, and Borda absent.

## **MINUTES**

The minutes of April 6, 2026, were approved.

## **BOARD ATTENDANCE**

Human Resources Board excused the absence of Board Member Scott-Jones from the meeting on April 6, 2026.

## **PRESENTATION**

Chief McKinster, Fire Department presented the Human Resources Board with a department overview presentation.

Ruthann Salera, City Attorney's Office, presented the Human Resources Board a presentation for them to receive on non-represented classified employee appeals and due process.

## **COMMUNICATIONS**

### **Human Resources Director Updates**

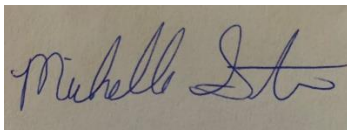
Ms. Goldman informed the Board of several updates: including high-level recruitments City Attorney, Finance Director, and Inspector General. Upcoming job fair will be on May 28<sup>th</sup> at Galleria at Tyler Mall. Our Benefits/Wellness is coordinating with Blue Zones at other city locations to become certified. Benefits and Safety Fair will be held on June 3<sup>rd</sup> in the City Hall breezeway. Safety has completed updating AED map where all machines are located. For Training and Organizational Development survey results from Engagement PULSE we are seeing improvements with the scores and employees are excited to be invited to participate and have discussions. Foundations of Supervisors cohort graduation took place on April 29<sup>th</sup>.

ITEMS FOR FUTURE CONSIDERATION AS REQUESTED BY THE BOARD MEMBERS – There were no items for future consideration requested.

The next regular Human Resources Board meeting is Monday, June 1, 2026.

Chair Dr. Attaway adjourned the meeting at 5:54 p.m.

Submitted by,

A rectangular box containing a handwritten signature in blue ink. The signature appears to read "Michelle Stevens".

Michelle Stevens  
Secretary, Human Resources Board

