



HUMAN RESOURCES BOARD

Meeting Minutes
Monday, January 07, 2013

Opening:

The regular meeting of the Human Resources Board was called to order at 4:00 p.m. on Monday, January 07, 2013 in the City Hall 2nd floor conference room by Chair Arthur Butler.

Present:

Arthur Butler
Bob Gordon
Cynthia Baca (Arrived 4:05 p.m.)
Erin House
Holly Evans
Jackalyn Rawlings
Norman Powell
Sonya Dew
Colene Torres
Jeremy Hammond
Rhonda Strout

Excused Absence:

Woodie Rucker-Hughes

Unexcused Absence:

Guests:

Steven Espinoza – Employee Relations Officer
Kimberly Marks – Human Resources Analyst
Maggie Tanner – Human Resources Specialist
Miriana Gonzalez – Sr. Human Resources Analyst

Public Comment Period: No comments made.

A. Approval of December 3, 2012 Minutes

Approved: Sonya Dew
Second: Jackalyn Rawlings
Ayes: All

B. Agenda Items

1. Departmental Presentation – Al Zelinka, Community Development Director

- A verbal overview of the Community Development Department was provided to the Human Resources Board by Director Al Zelinka.
- Mr. Zelinka presented a PowerPoint Presentation with a departmental breakdown of EEO statistics and the turnover rate for the Community Development Department.
- Director Zelinka informed the Board of the various functions and services that the Community Development Department provides.
- Mr. Zelinka indicated that the department currently has 88 full-time benefitted employees and 4 part-time seasonal employees.

2. Review of Human Resources Personnel Policies and Procedures – Jeremy Hammond, Deputy Human Resources Director

- Deputy Human Resources Director Jeremy Hammond presented the Board with one (1) policy for review and approval. The policy presented was Health/Vision and Dental Insurance (V-9).
- Board Member Gordon motioned to accept the policy as presented, with a second by Board Member Powell. The motioned passed unanimously.

3. Wellness Presentation – Kimberly Marks, Human Resources Analyst, Maggie Tanner, Human Resources Specialist and Miriana Gonzalez, Sr. Human Resources Analyst

- Human Resources Analyst Kimberly Marks and Human Resources Specialist Maggie Tanner gave the Board a PowerPoint presentation regarding the Wellness program.
- Mrs. Marks and Ms. Tanner informed the Board of the various Wellness classes that are offered to all City employees.
- Mrs. Marks informed the Board of the upcoming events that are scheduled for the Wellness Program, including the 3rd annual Get Fit Challenge beginning in January 2013 and the Wellness Fair in May.
- Deputy Human Resources Director Jeremy Hammond informed the Board that the Wellness Program is fully funded by donations provided to the City from outside vendors.

4. Set Date for Personnel Grievance – Art Butler, Chair

- Board Member House motioned to allow Chair Art Butler to schedule a date for the upcoming personnel grievance. Board Member Gordon seconded the motion. The motion passed unanimously.

5. Future Discussion Items – Arthur Butler, Chair

- No items identified.
- Next Meeting: February 4, 2013, City Hall 2nd floor conference room at 4:00 p.m.

Adjournment: Meeting was adjourned at 5:05 p.m. by Chair Arthur Butler.

Minutes submitted by: Colene Torres _____