



## HUMAN RESOURCES BOARD

Meeting Minutes  
Monday, February 02, 2009

### Opening:

The regular meeting of the Human Resources Board was called to order at 4:01 p.m. on January 5, 2009, in the City Hall 5<sup>th</sup> Floor Large Conference Room by Chairperson Erin House.

### Present:

### Excused Absence:

### Unexcused Absence:

Arthur Butler  
Bob Gordon (Arrived 4:07 pm)  
Ellie Bennett  
Erin House  
Jackalyn Rawlings  
Jeremy Hammond  
Norman Powell

Woodie Rucker-Hughes

Rhonda Strout  
Robin Treen

Rosetta Runnels

Alanna Johnson

### Guests:

Steven Espinoza, Employee Relations Officer  
Joel Sharp, Senior Human Resources Analyst  
Mary Shelton, Riverside City Resident  
Sonia Dew, Riverside City Resident

### Public Comment Period

#### A. Approval of Minutes

Approval of Monday, January 5, 2009 Minutes

Motion to approve Arthur Butler  
Second: Robin Treen  
Ayes: All

#### B. Agenda Items

4. EEO Statistics – Rhonda Strout, Human Resources Director
  - Rhonda Strout provided the Board with statistics showing the EEO breakdown of current Citywide-Permanent Employees. The statistics brought forth are normally presented to the Board as annual statistics, but at the request of the Board, these statistics will be presented every other month.
  - Ms. Strout pointed out that from September 2008 through January 2009, the City lost a total of 24 employees. These losses mainly stem from retirements. The overall breakdown of the statistics, percentage wise, remained constant.
  - Board Member Gordon questioned if any of the 24 employees were part-time employees? The response was that the report reflects full time employees only; the statistics did not include part-time or temporary employees.
  - Ms. Strout went on to the next chart which showed Executive, Management I and Management II employees within the City. There was a slight increase in Hispanic, Asian and White males, but overall the numbers remained consistent.
  - Board Member Treen commented that the numbers overall look good on both charts. The Board agreed.
  
5. Employee Relations Statistics – Rhonda Strout, Human Resources Director and Steven Espinoza, Employee Relations Officer
  - Director Strout asked the Chair if it was okay to table this item on the agenda until later, due to a discrepancy in the materials that was still being corrected.
  - Chairperson House granted the delay, with the Boards' approval and continued on with the agenda.
  
6. Update on Lay-offs within the City – Rhonda Strout, Human Resources Director
  - Rhonda Strout presented the Board with an update on the City's current lay-off situation. The chart presented to the Board was separated by position, date of lay-off, Ethnicity/Gender, Department, and Final Disposition. In summary, the numbers were the same as last month, with the exception of one additional employee being laid-off in the Library.
  - Chairperson House commented on how hard it must be to go through the lay-off process.
  
7. Employee Separation Statistics – Rhonda Strout, Human Resources Director
  - Ms. Strout proceeded into the next agenda item which was a statistical presentation of Employee Separations. The statistics represented all separations that took place in the month of January.
  
8. Review of Human Resources Personnel Policies and Procedures – Jeremy Hammond, Deputy Human Resources Director
  - Jeremy Hammond presented the Board with two policies for review and comment; the policies presented were the Performance Appraisal Policy and the Random Drug and Alcohol Testing Policy.
  - With regards to the Performance Appraisal policy, the appraisal form was updated, to meet the needs of the City Departments.
  - Board Member Gordon relayed a question that was brought to him by a City Employee regarding appraisals. If an employee has an appraisal due and in the process there is a supervisor change, then will the new supervisor have the right to write the evaluation?
  - Mr. Hammond responded that normally an appraisal is given yearly, unless there is a substandard performance appraisal, at which time more frequent appraisals may be given.
  - Vice-chairperson Bennett wondered when a substandard evaluation/appraisal given, at what point the Human Resources Department steps in.
  - Ms. Strout responded by indicating Human Resources steps in when the Department's assistance is requested.
  - The changes made to the Random Drug and Alcohol Testing policy are to clearly demonstrate the policies focus on random testing for employees in safety sensitive positions that require a commercial drivers license or who are in strictly safety sensitive positions.
  - Vice-chairperson Bennett inquired why these employees are being singled out, and asked if all new City employees go through this testing.
  - Mr. Hammond responded that all incoming new employees are tested before they begin work in the City; this policy applies to existing employees and is done randomly.

- Ms. Strout pointed out the City of Riverside is one of the first cities in the Inland Empire that really stay in the forefront employment laws, specifically only testing potential employees that are eligible under the recent Lanier case.
  - Chairperson House made a request that all policies being reviewed be sent out to the Board prior to the meeting. He asked that these policies be brought forth at the next meeting for the purpose of the Board voting on the two policies.
9. Recap of Departmental Accomplishments – Rhonda Strout, Human Resources Director
- Ms. Strout passed out the 2008 Human Resources Accomplishment Brochure to the Board explaining that it is a recap of the past year.
  - Board Member Gordon really appreciates all the things that Human Resources are still accomplishing with the limited staff it maintains.
  - Ms. Strout mentioned she and Jeremy Hammond have been meeting with Department Heads to receive feedback on how the Department has been meeting their user department's needs and welcome any instructive improvements.
10. Review and Consideration of Proposed Letter to the City Council – Erin House, Chairperson
- Chairperson House apologized to the Board Members in regards to the information he quoted from the Standing Rules that referenced the City Charter at the last Board meeting. The Standing Rules he quoted was dated from 2005. The Rules have been updated since that date.
  - In essence the recent Standing Rules of the Human Resources Board (Section 2.36.030 subsection D of the RMC), states that the Board makes recommendations to the City Manager.
  - Board Member Butler inquired as to when the Charter was changed.
  - Mr. Hammond answered the question by stating the City Charter was amended and ratified in 2006.
  - Board Member Powell asked Chairperson House to read the new verbiage in Subsection D, of the Standing Rules, which he complied.
  - Board Member Butler felt the new verbiage in the Charter should not weigh on how the Board proceeds with their investigations.
  - Board Member Treen felt the Board shouldn't look at this as an investigation, but a fact-finding mission. Board Member Rawlings agreed and felt the Board should take out all references of "investigation" in the letter.
  - Vice Chairperson Bennett and Board Member Treen expressed concern over how the letter was written.
  - Chairperson House wanted the letter to be worded with the hope the letter would be forwarded on to the Governmental Affairs Committee.
  - Board Member Powell stated basically the letter needs to be cleaned up.
  - Chairperson House indicated he will rewrite the letter to include the suggestions from the Board and bring it back to the next Board meeting.
5. Employee Relations Statistics (continued from earlier in the agenda) – Rhonda Strout, Human Resources Director and Steven Espinoza, Employee Relations Officer
- Mr. Espinoza apologized for the delay. He passed information out to the Board and gave a brief description of the Employee Relations statistics that the Employee Relations Division keeps on the personnel actions taken within the City, in regards to complaints, grievances, disciplinary actions, and leaves of absence.
  - Board Member Gordon wanted to know the difference between grievance and complaints. Mr. Espinoza explained that a complaint is an informal matter, for instance someone asking the Division to look into the matter; whereas the grievance would be a formal matter, with the submission of a formal filing.
  - Mr. Espinoza also pointed out that the statistics for IBEW and RPOA includes rank and file as well as supervisors in their units.
  - Vice Chairperson Bennett wanted to know what use the Employee Relations Division is getting out of these numbers and asked why not show percentages on the statistics instead of numbers.
  - Mr. Espinoza feels the statistics will show trends that Human Resources should be aware of.
  - Board Member Powell agreed we need to be aware of the trends within the Departments and asked if the Department Heads or Council were made aware of these statistics?

- Ms. Strout pointed out that Mr. Espinoza and his staff have only been keeping statistics since he's been in Human Resources so the data is still relatively new.
- Vice Chairperson Bennett appreciated the work the Employee Relations Division has done; she would just like to see the statistics shown by percentage rather than by numbers. The Public looks at numbers differently than they would statistics.
- Mr. Espinoza pointed out that with all the training Human Resources has done, employees are more knowledgeable of their rights and using the Division (Employee Relations) more to protect their rights.
- Ms. Strout asked if the Board would like to see this information brought forth every other month, quarterly, or twice a year.
- Chairperson House suggested that the statistics be brought to the Board every other month. He thanked Mr. Espinoza for his time and information.

11. Nominations for Board Seats – Erin House, Chairperson

- Chairperson House stated the Board will have to hold elections for the Chairperson and Vice Chairperson seats.
- Mr. Hammond mentioned to the Board that the City Charter states that the Chairperson and Vice Chairperson can only sit in the position for two consecutive terms.
- Board Member Powell wanted clarification whether the Vice Chairperson can run for the seat of Chairperson, if the Vice Chairperson has served two consecutive terms. The answer was yes.
- Chairperson House asked that we put the nominations on the agenda for next month's meeting. The Board Members agreed.

Meeting was adjourned at 5:35 p.m. by Chairperson House.

**Next Meeting:**

February 2nd, 2009, 4:00 p.m. City Hall, 5<sup>th</sup> Floor Large Conference Room.

Minutes submitted by:

Alanna J. Johnson

