



HUMAN RESOURCES BOARD

Meeting Minutes
Monday, February 4, 2008

Opening:

The regular meeting of the Human Resources Board was called to order at 4:32 p.m. on February 4, 2008, in the City Hall 5th Floor Large Conference Room by Chairperson Erin House.

Present:

Ellie Bennett
Arthur Butler
Bob Gordon
Jeremy Hammond
Erin House
Norman Powell
Woodie Rucker-Hughes
Jackalyn Rawlings
Rhonda Strout
Robin Treen
Rosetta Runnels
Alanna Johnson

Excused Absence:

Unexcused Absence:

Guests:

Marni Noll, Senior Human Resources Analyst
Leonardo Gonzalez, Human Resources Manager
Harold Jones, Human Resources Specialist
Rosie Chaira, Senior Office Specialist

A. Approval of Minutes

Approval of Monday, January 7, 2008 minutes.

- The Board discussed tracking attendance and punctuality for members of the HR Board.
- A. Johnson agreed to research the attendance tracking policy and report back to the Board at the next meeting.
- It was a general opinion by the Board to omit Board Member's attendance from the minutes in the future.

Motion to approve: Bob Gordon
Second: Robin Treen

Ayes: All

B. Agenda Items

5. HR Director Updates – Rhonda Strout, Human Resources Director

- Rhonda Strout provided information obtained from the Mayor's "State of the City Address" to discuss the current economic downturn and the resulting decision to slow down the hiring process with some of the positions that are open within the City due to budget constraints. Many of these positions will be in a holding pattern for the remainder of the fiscal year.
- At the direction of the City Manager's Office, the majority of the positions HR is currently filling are safety sensitive and "hard to hire" positions, i.e., Engineering, Renaissance Project positions, etc.
- Board Members expressed concern whether the City was implementing a hiring freeze.
- Rhonda reiterated that the City was not implementing a hiring freeze; rather the City is practicing selective hiring.
- Board Member Gordon asked with 50 positions currently open, does this mean there are 50 on hold. Rhonda responded that some positions will remain open and some will be closed but the Department is continuing to recruit.
- Board Member Bennett questioned how long will the City "hold a position", and when and/if it will be taken off the books. Rhonda responded the decision is left up to the City Manager's office to budget for positions.
- Board Member Powell inquired how the positions on hold were broken down by Management, Mid-level, classified, etc. Deputy Director Jeremy Hammond responded that the decision to place certain positions on hold were made across the board and affected all groups and bargaining units.
- The City is taking a proactive approach to the hiring slow down, meaning no lay-offs for full-time employees and ensuring that the City can weather the current budget constraints.
- Members of the Board expressed concern on whether the City is cutting infrastructure to use the money for the Renaissance projects. Specifically, the Board asked what the City's "Plan B" is in the event of lay-offs, and does the City have a strategic plan for the next few years?
- Member Rucker-Hughes and others appreciated the information and being made aware of the situation.
- Director Strout reiterated that the news being shared was a positive message and the City was working to protect its full-time workforce.
- Director Strout gave an overview of the on-going Classification Study. A panel consisting of two City Staff and two outside Consultants responded to roughly 200 requests to review their reclassifications.
- Overall, out of the approximately two-hundred requests, the breakdown was 30-40% agreement with the incumbents, while approximately 20% were sent back for further study and the rest were rejected. The Engineering Aide/Technician series were culled out of the requests for further study.
- Rhonda Strout provided booklets listing the Human Resources Department's 2007 Accomplishments. The Board Members were impressed by all the accomplishments of the department and encouraged staff to keep up the good work.

5a. Presentation – Update on Human Resources Benefits Division – Marni Noll, Benefits Division Team Leader

- Marni Noll introduced the Benefit’s team and gave a Power Point presentation on the Benefits Division, its functions within the department and the partnership with other departments.
- The Benefits division oversees the administration of seven different health plans, three dental plans, a vision plan, flexible spending plan, state disability insurance, deferred compensation plans, life insurance, accidental death & dismemberment insurance, long term disability, and long term care.
- Board Member Hughes suggested expanding the information in the benefits tri-fold handout regarding the EAP program and holding a seminar on COBRA and Retirement leave in the Lunch & Learn luncheon series.
- President House enjoyed and appreciated the presentation by Marni Noll.

6. Upcoming Human Resources Board Elections – Erin House

- President House reminded the Board about the upcoming HR Board elections for Chair and Vice-Chair.
- The Chair also noted that two Members, Norm Powell and Rosetta Runnels’ terms expire this year.
- As an aside, President House inquired when the Board presents their annual presentation to the City Council. Jeremy Hammond agreed to research this item and come back with the answer for the Board at the next meeting.
- Board Member Treen suggested and all agreed to be present when the presentation occurs at the City Council meeting.

Adjournment:

Meeting was adjourned at 5:15 p.m. by Chairperson Erin House.

Next Meeting:

March 3, 2008, 4:00 p.m. City Hall 5th Floor large conference room.

Minutes submitted by: Alanna J. Johnson _____