



HUMAN RESOURCES BOARD

Meeting Minutes
Monday, February 04, 2013

Opening:

The regular meeting of the Human Resources Board was called to order at 4:00 p.m. on Monday, February 04, 2013 in the City Hall 2nd floor conference room by Chair Arthur Butler.

Present:

Arthur Butler
Bob Gordon
Jackalyn Rawlings
Norman Powell
Colene Torres
Jeremy Hammond
Rhonda Strout

Excused Absence:

Cynthia Baca
Holly Evans

Unexcused Absence:

Woodie Rucker-Hughes
Sonya Dew
Erin House

Guests:

Steven Espinoza – Employee Relations Officer
Steve Earley – Fire Chief
Shari Call – Administrative Services Manager

- Due to a lack of quorum, only informational items were presented to the Board.

Public Comment Period: No comments made.

A. Approval of January 7, 2013 Minutes

Continued

B. Agenda Items

1. Departmental Presentation – Steve Earley, Fire Chief

- A verbal overview of the Fire Department was provided to the Human Resources Board by Fire Chief Steve Earley.
- Mr. Earley presented a PowerPoint Presentation that included a departmental organizational chart and EEO statistics for the Fire Department.
- Chief Earley informed the Board about internal recognition provided to employees to enhance moral, such as birthday luncheons, award ceremonies, and congratulatory emails from the Chief for earning outstanding ratings on performance evaluations.

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

- Continued

3. Human Resources Director Updates – Rhonda Strout, Human Resources Director

- Director Strout informed the Board that interviews are underway for the Chief Innovation Officer position.
- Human Resources Director Rhonda Strout provided the Board with a verbal overview of separation statistics for the 4th quarter of 2012 and calendar year 2012.
- Employee Relations Officer Steven Espinoza provided the Board with a verbal overview of employee relations statistics for the 3rd quarter 2012, 4th quarter 2012 and calendar year 2012.
- Ms. Strout thanked outgoing Board Members Gordon, House, Rawlings and Rucker-Hughes for their service.

4. Future Discussion Items – Arthur Butler, Chair

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

Adjournment: Meeting was adjourned at 4:53 p.m. by Chair Arthur Butler.

Minutes submitted by: Colene Torres _____