



## HUMAN RESOURCES BOARD

Meeting Minutes  
Monday, February 06, 2012

### Opening:

The regular meeting of the Human Resources Board was called to order at 4:05 p.m. on Monday, February 06, 2012 in the City Hall 5<sup>th</sup> floor large conference room by Vice Chair Norman Powell.

### Present:

Bob Gordon  
Cynthia Baca (Arrived 4:22 p.m.)  
Erin House  
Jackalyn Rawlings  
Norman Powell  
Sonya Dew  
Woodie Rucker-Hughes (Arrived 4:16 p.m.)  
Colene Torres  
Jeremy Hammond  
Rhonda Strout

### Excused Absence:

### Unexcused Absence:

Arthur Butler

### Guests:

Steven Espinoza – Employee Relations Officer  
Amy Haug – Sr. Human Resources Analyst  
Kerrie Bryan – Human Resources Analyst  
Dannette Allen – Office Specialist

**Public Comment Period:** No comments made.

### A. Approval of January 09, 2012 Minutes

Approved: Bob Gordon  
Second: Jackalyn Rawlings  
Abstention: Sonya Dew  
Ayes: All

### B. Agenda Items

At the direction of Vice Chair Norman Powell, agenda item numbers 6 and 7 were taken out of turn.

#### 1. Location Change of HR Board Meetings – Rhonda Strout, Human Resources Director

- Human Resources Director Rhonda Strout proposed relocating the Human Resources Board Meetings to the 2<sup>nd</sup> floor conference room located in City Hall.
- Board Member Erin House motioned to approve the relocation of the Human Resources Board Meetings to the 2<sup>nd</sup> floor conference room, with a second by Board Member Bob Gordon. The motion passed unanimously.

**2. Recruitment and Selection Update – Amy Haug, Sr. Human Resources Analyst**

- Sr. Human Resources Analyst Amy Haug gave the Board a PowerPoint presentation overview of statistics from the Recruitment and Selection Division.
- Ms. Haug provided the Board with statistical information from Google Analytics regarding the number of hits and clicks that the City Jobs Website had in 2010 and 2011.
- Sr. Human Resources Analyst Amy Haug discussed the various types of visitors that the site receives, including new visitors, returning visitors and unique visitors.
- Ms. Haug briefly discussed the software transition from the applicant tracking system Sigma to Neogov.
- Board Member Woodie Rucker-Hughes inquired if the applicant data in Neogov can be broken down further to determine what percentage of applicants have an educational degree and if this can be used in conjunction with socioeconomic status when comparing what type of positions applicants are applying for (skilled vs. unskilled).
- Sr. Human Resources Analyst Amy Haug responded and indicated that we don't have an automated way of capturing this data and will keep this request in mind when configuring the new applicant tracking system Neogov.

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

- Deputy Human Resources Director Jeremy Hammond presented the Board with two (2) policies for review and approval. The Policies presented were Probation and Probationary Periods (I-5) and Salary Plan Administration (II-3).
- Board Member Erin House motioned to approve the policies as presented, subject to the union's approval. Board Member Bob Gordon seconded the motion. The motion passed unanimously.

**4. Human Resources Director Updates – Rhonda Strout, Human Resources Director**

- The Human Resources Board was given a verbal overview of the "Get Fit Challenge" that has over two hundred eighty (280) employees participating in the program. Ms. Strout informed the Board that Kaiser Permanente has interviewed employees and a video testimonial of the program is underway.
- Human Resources Director Rhonda Strout provided the Board with a verbal overview of separation statistics for the 4<sup>th</sup> quarter of 2011 and calendar year 2011.
- Ms. Strout informed the Board of a partnership with UCR Diversity Leadership Institute. She indicated that this may be prohibited due to the current budget, but asked the Board to inform the department of any grant funded opportunities that the City may be able to pursue.
- Employee Relations Officer Steven Espinoza provided the Board with a verbal overview of employee relations statistics for the 4<sup>th</sup> quarter of 2011.

**5. Human Resources Board Presentation to the City Council – Jeremy Hammond, Deputy Human Resources Director**

- Deputy Human Resources Director Jeremy Hammond presented the Board with a copy of the PowerPoint presentation that will be presented to the City Council.
- Mr. Hammond informed the Board that the presentation will take place at 6:15 p.m. on February 28, 2012 in the Art Pick Council Chambers and encouraged Board Members to attend the meeting.

**6. Issues for Future Discussion – Norman Powell, Vice Chair**

- Board Member Woodie Rucker-Hughes asked for a future agenda item concerning the Summer Youth Employment Program.

**Next Meeting:** March 5, 2012, City Hall 2<sup>nd</sup> floor conference room.

**Adjournment:** Meeting was adjourned at 5:23 p.m. by Vice Chair Norman Powell.

Minutes submitted by: Colene Torres \_\_\_\_\_