



## HUMAN RESOURCES BOARD

Meeting Minutes  
Monday, March 2, 2009

### Opening:

The regular meeting of the Human Resources Board was called to order at 4:00 p.m. on Monday, March 2, 2009 in the City Hall 5th Floor large conference room by Chairperson Erin House.

### Present:

Ellie Bennett  
Arthur Butler  
Jeremy Hammond  
Erin House  
Alanna Johnson  
Norman Powell  
Jackalyn Rawlings  
Woodie Rucker-Hughes (Arrived 4:12 p.m.)  
Rosetta Runnels (Arrived 4:06 p.m.)  
Rhonda Strout  
Robin Treen

### Excused Absence:

### Unexcused Absence:

### Guests:

Steve Reneker – Chief Information Officer  
Ennette Morton – Museum Director  
Mark Ripley – Airport Director  
Joel Sharp – Senior Human Resources Analyst  
Anthony Harris – Human Resources Analyst

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

### A. Approval of February 2, 2009 Minutes

Motion to approve: Norman Powell  
Second: Ellie Bennett  
Ayes: All

### B. Agenda Items

#### 4. Department Presentation #1: Steve Reneker – Chief Information Officer

- The HR Board received a comprehensive report and Chief Information Officer (CIO) Reneker provided the Board with a verbal overview of EEO statistics regarding the Information Technology Department.
- CIO Reneker stated that the IT Department has experienced a 30% reduction in resources and that they have no discretionary funding.

#### 4. Department Presentation #2: Ennette Morton – Museum Director

- The HR Board received a comprehensive report and Museum Director Morton provided the Board with a verbal overview of EEO statistics regarding the Museum.

- Director Morton noted that the Museum is currently staffed with 12 employees that are primarily curatorial and that Museum relies heavily on volunteers.
- Director Morton noted that the Museum is culturally driven; the Museum is accredited by the American Association of Museums and is also a Smithsonian Affiliate.
- The HR Board commended Director Morton on her performance with the Museum. Board members also expressed a desire to see more publication of the fact that the Museum is accredited by the AAM and that they are Smithsonian affiliated.

#### **4. Department Presentation #3: Mark Ripley – Airport Director**

- The HR Board received a comprehensive report and Director Ripley provided the Board with a verbal overview of EEO statistics regarding the Airport.
- In response to the HR Board's inquiry regarding diversity/cultural sensitivity, Director Ripley stated that he personally received training in these areas and noted that staff is still learning; they are not experiencing any issues in this area.

#### **5. Review of Human Resources Personnel Policies and Procedures: Jeremy Hammond – Deputy Human Resources Director**

- In response to a request made by the HR Board at the February meeting, Deputy Director Hammond brought the Performance Appraisal Policy and the Random Drug and Alcohol Testing Policy back for review and approval by the Board.
- Deputy Director Hammond and Senior Human Resources Analyst Joel Sharp provided clarification on the definition of "random" as well as Department of Transportation requirements.
- There was discussion/concern regarding prescription medications and the perceptions of "passing" and "cut-off" ranges for controlled substances. HR Staff addressed those concerns and provided further clarification.
- Board Member Bennett motioned to approve both policies. Board Member Treen seconded the motion and the policies were approved unanimously.

#### **6. Review and consideration of proposed letter to the City Council**

- The proposed letter to Council was not present at this meeting and was not reviewed by the Board therefore this item was continued to the April 6, 2009 meeting.

#### **7. Nomination and Election of Board Officers\***

- Nomination(s) for Chair – Erin House. Erin House accepted the nomination
- Nomination(s) for Vice Chair – Ellie Bennett. Ellie Bennett accepted the nomination
- Motion to approve Erin House as Chair: Woodie Rucker-Hughes
- Second: Rosetta Runnels
- Ayes: All
- Motion to approve Ellie Bennett as Vice Chair: Rosetta Runnels
- Second: Woodie Rucker-Hughes
- Ayes: All

\*Noted: The Board did not vote off slate.

#### **8. Update - Subcommittee Report**

- It was decided that this group will meet immediately following the April 6, 2009 meeting and future meetings thereafter.

#### **9. Issues for further discussion**

- The HR Board made an inquiry as to how the pending stimulus package will affect HR. This information will be shared at the April meeting by HR Director Rhonda Strout.
- The HR Board made an inquiry regarding the statistics on vacant positions in the City. This information will be shared at the April meeting.

**Next Meeting:** April 6, 2009, City Hall 5<sup>th</sup> Floor Large Conference Room.

**Adjournment:** Meeting was adjourned at 4:42 p.m. by Chairperson House.

Minutes submitted by:

Anthony "Tony" Harris

