



HUMAN RESOURCES BOARD

Meeting Minutes
Monday, March 04, 2013

Opening:

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

Present:

Arthur Butler
Holly Evans
Norman Powell
Sonya Dew
Colene Torres
Jeremy Hammond
Rhonda Strout

Excused Absence:

Cynthia Baca

Unexcused Absence:

Guests:

Tonya Kennon – Library Director

Public Comment Period:

Woodie Rucker-Hughes addressed the Board.

A. Approval of February 4, 2013 Minutes

Board Member Sonya Dew requested to be excused from the previous meeting and her absence was deemed to be excused.

Approved: Norman Powell
Second: Holly Evans
Ayes: All
Abstention: Sonya Dew

B. Agenda Items

1. Nomination and Election of Board Officers – Art Butler, Chair

- Nomination(s) for Chair – Art Butler nominated Norman Powell. Norman Powell accepted the nomination. Art Butler motioned to approve the nomination with a second by Sonya Dew.
- Nomination(s) for Vice Chair – Sonya Dew nominated Art Butler. Art Butler accepted the nomination. Sonya Dew motioned to approve the nomination and Holly Evans seconded. The motion passed unanimously.

2. Departmental Presentation – Tonya Kennon, Library Director

- Library Director Tonya Kennon presented the Board with a PowerPoint overview of the Library.
- Ms. Kennon informed the Board of the partnerships that the Library has with various organizations to encourage librarianship.

- Director Kennon informed the Board of internal recognition programs that the Library has in place to enhance employee morale.

3. Review of Human Resources Personnel Policies and Procedure – 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 Secondary Employment or Business Activity (I-7) and the Tardiness Policy (II-10).
- Vice Chair Butler motioned to accept the policies as presented, with a second by Board Member Dew. The motioned passed unanimously.

4. Human Resources Director Updates - Rhonda Strout, Human Resources Director

- Director Strout informed the Board that the Human Resources Department has initiated Workplace Violence Prevention training for all City employees.
- Ms. Strout indicated that the selection for the Chief Innovation Officer (CIO) position has been narrowed down to two (2) finalists.
- Director Strout informed the Board that the participants from the “Get Fit Challenge” lost over 1,400 pounds in the first four weeks of the program.
- Ms. Strout informed the Board that she is currently serving on a Wellness Sub-Committee of the Fit, Fresh and Fun Forum to give local businesses wellness tools and resources to create an effective Wellness Program.

5. Confirmation Date and Location for Management Personnel Grievance - Jeremy Hammond, Deputy Human Resources Director

- Deputy Human Resources Director Jeremy Hammond indicated that the previously scheduled personnel grievance has been continued to a future date at the request of counsel representing the management employee.

6. Future Discussion Items – Norman Powell, Chair

- Summer Youth Program
- Next Meeting: April 1, 2013, City Hall 2nd floor conference room at 4:00 p.m.

Adjournment: Meeting was adjourned at 4:34 p.m. by Chair Norman Powell.

Minutes submitted by: Colene Torres _____