



## HUMAN RESOURCES BOARD

Meeting Minutes  
Monday, March 05, 2012

### Opening:

The regular meeting of the Human Resources Board was called to order at 4:04 p.m. on Monday, March 05, 2012 in the City Hall 2<sup>nd</sup> floor conference room by Vice Chair Norman Powell.

### Present:

Bob Gordon  
Arthur Butler (Arrived 4:15 p.m.)  
Cynthia Baca  
Erin House  
Jackalyn Rawlings  
Norman Powell  
Sonya Dew  
Colene Torres  
Jeremy Hammond

### Excused Absence:

Woodie Rucker-Hughes

### Unexcused Absence:

### Guests:

Deisy Ruiz – Human Resources Specialist Trainee  
Tonya Kennon – Library Director

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

### A. Approval of February 06, 2012 Minutes

Approved: Erin House  
Second: Bob Gordon  
Ayes: All

### B. Agenda Items

At the direction of Vice Chair Norman Powell, agenda item numbers 4 and 5 were taken out of turn.

#### 1. Departmental Presentation – Tonya Kennon, Library Director

- Library Director Tonya Kennon gave the Board a PowerPoint presentation overview of the Library Department.
- Director Kennon informed the Board that the Library participates in a program known as IE Leads (Inland Empire Librarians Educated to Advance Diversity and Training). This program encourages careers in librarianship.
- Ms. Kennon informed the Board about internal recognition provided to employees to enhance morale, such as peer to peer recognition and monthly drawings.
- Board Member Bob Gordon inquired about accessing Sanborn Maps online. Director Kennon responded and indicated that this option currently is unavailable and she would look into the matter.
- Board Member Bob Gordon inquired as to where the Library currently stands digitalizing photography. Ms. Kennon replied and indicated that the Library is currently writing a grant as this is a priority.

**2. Amendment of Standing Rules – Norman Powell, Vice Chair**

- Deputy Human Resources Director Hammond presented the Board with a revised copy of the Standing Rules of the Human Resources Board for review and approval.
- Board Member Erin House motioned to accept the Amendment of Standing Rules as presented with a second by Board Member Bob Gordon. The motion passed unanimously.

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

- Human Resources Specialist Trainee Deisy Ruiz presented the Board with one (1) policy for review and approval. The Policy presented was Education Reimbursement Program (IV-3).
- Board Member Cynthia Baca motioned to approve the policy as presented. Board Member Jackie Rawlings seconded the motion. The motion passed unanimously.

**4. Nomination and Election of Board Members – Arthur Butler, Chair**

- Nomination(s) for Chair – Arthur Butler. Arthur Butler accepted the nomination.
- Nomination(s) for Vice Chair – Norman Powell. Norman Powell accepted the nomination.
- Jackie Rawlings nominated the existing slate of officers and motioned to approve with a second by Board Member Erin House. The motion passed unanimously.

**5. Summer Work Program, Arthur Butler, Chair**

- This item was postponed to the April 2<sup>nd</sup> meeting to accommodate Board Member Woodie Rucker-Hughes.
- Board Member Bob Gordon motioned to approve the postponement with a second by Board Member Erin House. The motion passed unanimously.

**6. Human Resources Director Updates – Jeremy Hammond, Deputy Human Resources Director**

- Deputy Human Resources Director Jeremy Hammond informed the Board that there currently are 125 -150 active recruitments.
- Mr. Hammond informed the Board that the participants from the “Get Fit Challenge” lost over 1,100 pounds in the first four weeks of the program.
- Deputy Human Resources Director Jeremy Hammond publically thanked the Board for the excellent presentation that was presented to City Council on February 28<sup>th</sup>.
- The Human Resources Board was invited to the Wellness Fair that is scheduled May 9<sup>th</sup> at City Hall in the Breezeway at 8:00 a.m.

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

**Adjournment:** Meeting was adjourned at 4:58 p.m. by Chair Arthur Butler.

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