



HUMAN RESOURCES BOARD

Meeting Minutes
Monday, March 7, 2011

Opening:

The regular meeting of the Human Resources Board was called to order at 4:05 p.m. on Monday, March 07, 2011 in the City Hall 5th floor large conference room by Board Member Erin House.

Present:

Cynthia Baca
Arthur Butler (Arrived 4:18)
Bob Gordon
Erin House
Norman Powell
Jackalyn Rawlings
Robin Treen (Arrived 4:13)
Lori Meyers
Jeremy Hammond
Rhonda Strout

Excused Absence:

Woodie Rucker-Hughes

Unexcused Absence:

Guests:

Siobhan Foster – Public Works Director
Steven Espinoza – Employee Relations Officer

Public Comment Period: No comments made.

A. Approval of February 07, 2011 Minutes

Approved: Bob Gordon
Second: Jackalyn Rawlings
Ayes: All
Abstention: Norman Powell

B. Agenda Items

At the direction of Board Member Erin House, agenda item #4 was taken out of turn.

1. Departmental Presentation – Siobhan Foster, Public Works Director

- A verbal overview of the Public Works Department was provided to the HR Board by Public Works Director Siobhan Foster. This included a divisional breakdown of functions along with Organizational Chart handouts and verbal examples of the Department's continued efforts to do more with fewer positions.
- The Human Resources Board was provided with a verbal overview of the current number of employees, the ethnic breakdown, sick leave usage and 2010 turnover rate for the Public Works Department.
- Ms. Foster informed the Board of benefits/rewards provided to Public Works employees to enhance employee morale. These include: Departmental funding for Education Reimbursement, Personal

funding of breakfast/lunch and gift cards to employees. A copy of the Department's E-Newsletter was also provided to the Board.

- Board Member Erin House commented on the proactive efforts by the Department towards employee morale. Vice-Chairperson Arthur Butler commented that the Public Works Departments' employee morale efforts should be used as an example for other City Departments.

2. Nomination and Election of Board Officers – Arthur Butler, Vice-Chairperson

- Vice-Chairperson Arthur Butler opened discussion for nominations and election of Board Officers.
- Norman Powell nominated Vice-Chairperson Arthur Butler for the Chairperson position. Vice-Chairperson Arthur Butler nominated Board Member Norman Powell for Vice-Chairperson.
- Vice-Chairperson Arthur Butler motioned to accept the nominations with a second by Board Member Erin House. The motion passed unanimously.

3. Discussion of Grievance Hearing Process – Arthur Butler, Vice-Chairperson; Gregory Priamos, City Attorney

- This item was postponed to the April Board Meeting.

4. Human Resources Director Updates – Rhonda Strout, Director

- Human Resources Director Rhonda Strout invited the Board to the Human Resources Recognition Breakfast on March 15, 2011 in the Mayor's Ceremonial Room at 9:00 a.m.
- Human Resources Director Rhonda Strout informed the Board that the Workers' Compensation function will be moving from the City Manager's Office to the Human Resources Department on or before July 1, 2011. A Management Audit will be conducted to best decide how this function will be integrated into the Human Resources Department.
- Employee Relations Officer Steven Espinoza provided a handout and review of the fourth quarter Labor and Employee Relations statistics.
- Deputy Human Resources Director Jeremy Hammond presented the Board with a handout and review of Police Department promotional EEO statistics as requested by Board Member Woodie Rucker-Hughes at the previous meeting.

5. Review of Human Resources Personnel Policies and Procedures – Rhonda Strout, Human Resources Director

- Deputy Human Resources Director Jeremy Hammond presented the Board with two (2) policies for review and approval. The Policies presented were Discipline (III-1) and Leave of Absence (Military) (V-5).
- There was a proposed revision to the Discipline Policy by Board Member Bob Gordon.
- Board Member Robin Treen motioned to approve the Policies with revision, with a second by Board Member Bob Gordon. The motion passed unanimously.

Board Member Bob Gordon motioned to adjourn the meeting with a second by Board Member Robin Treen.

Next Meeting: April 4, 2011, City Hall 5th Floor Large Conference Room.

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

Minutes submitted by: Lori Meyers _____