



## HUMAN RESOURCES BOARD

Meeting Minutes  
Monday, April 6, 2009

### Opening:

The regular meeting of the Human Resources Board was called to order at 4:04 p.m. on Monday April 6, 2009 in the City Hall 5th Floor large conference room by Chairperson Erin House.

### Present:

Ellie Bennett  
Arthur Butler  
Bob Gordon (Arrived at 4:05 p.m., Left at 5:04 p.m.)  
Jeremy Hammond  
Anthony Harris  
Erin House  
Jackalyn Rawlings  
Woodie Rucker-Hughes (Arrived 4:05 p.m.)  
Rosetta Runnels (Arrived 4:13 p.m.)  
Rhonda Strout  
Robin Treen (Left 4:24 p.m.)

### Excused Absence:

Norman Powell

### Unexcused Absence:

### Guests:

Sonya Dew – Resident  
Mary Shelton – Resident  
Karen Doris Wright - Resident  
Steven Espinoza – Employee Relations Officer

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

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

Motion to approve: Ellie Bennett  
Second: Jackalyn Rawlings  
Ayes: All

### B. Agenda Items

#### 4. EEO Statistics – Rhonda Strout, Human Resources Director

- The HR Board received a comprehensive report and Human Resources Director Strout provided the Board with a verbal overview of EEO statistics regarding Citywide-Permanent, Executive, Management I and Management II employees. The report did not include temporary employees.
- Director Strout provided clarification to the HR Board with regard to the "other" category.
- The HR Board made inquiry as to where Executive, Management I, and Management II employees were located. Director Strout provided clarification to this inquiry.

#### 5. Review of the Effects of the Economic Stimulus Package on Human Resources – Jeremy Hammond, Deputy Director, Human Resources

- In response to a request made by the HR Board, Deputy Director Hammond provided information with regard to the Economic Stimulus Package and its' effects on Human Resources.

- Deputy Director Hammond stated that after a careful review of the specific requirements of the Stimulus Package, the City of Riverside Human Resources Department was ineligible to receive any of those funds.
- Deputy Director Hammond informed the HR Board, that the City of Riverside is in the preliminary stages of developing a partnership with the County of Riverside's Workplace Investment Act.
- There was discussion regarding program specifics, targeted demographics, and availability of funds. Deputy Director Hammond provided clarification where needed, and it was decided that an update in the progress in the partnership with the County would be provided at the May meeting.

**6. Update on Lay-offs in the City – Rhonda Strout, Human Resources Director**

- The HR Board received information with regarding the number of lay-offs in the City of Riverside.
- Human Resources Director Strout noted that the majority of individuals were placed in other departments, or they retired.

**7. Citywide Vacancy Report – Rhonda Strout, Human Resources Director**

- The HR Board received information with regarding the number of vacancies in the City of Riverside.
- The HR Board expressed concerned over the number of vacancies in the Human Resources Department.
- Human Resources Director Strout provided clarification with regard to funded/unfilled positions and the finances associated with those positions.

**8. Employee Separation Statistics – Rhonda Strout, Human Resources Director**

- The HR Board received information with regarding the number of separations in the City of Riverside.

**9. Employee Relations Statistics – Steven Espinoza, Employee Relations Officer**

- The HR Board received a comprehensive report and Employee Relations Officer Espinoza provided the Board with a verbal overview of ERO statistics. Employee Relations Officer Espinoza provided clarification with regards to Coaching, Rebuttal Memorandums, Grievances, and Disciplinary Actions by Department.

**10. Review of Recent Updates to the Salary and Fringe Benefits Resolution (SFBR) – Jeremy Hammond, Deputy Director, Human Resources**

- Deputy Director Hammond informed the HR Board, that the SFBR had been updated and that this information is available online to the public.

**11. Review of Human Resources Personnel Policies and Procedures - Jeremy Hammond, Deputy Director, Human Resources**

- Deputy Director Hammond presented Policy V-16, Bilingual or Sign Designation, to HR Board for review and approval. Board Member Gordon motioned to approve the policy, with a second by Board Member Butler. The motion passed with seven (7), Ayes and one (1) abstention.

**12. Review and Consideration of Proposed Letter to City Council – Erin House, Chairperson**

- The HR Board reviewed a draft of a letter they want to present to City Council. Changes to the letter were suggested the letter be given to HR Board Secretary Anthony Harris to draft with the suggested changes and resubmitted to the Board. Board Member motioned the suggestion as stated and it was seconded by Board Member Rucker-Hughes. The motion passed unanimously.

**13. Issues for Future Discussion**

- In response to inquiry to the Riverside Police Department (RPD) with regard to the retention of female Police Officers, Board Member Bennett will draft a formal request for information to the RPD. The proposed letter will be added to the May 4, 2009 meeting.

**Next Meeting:** May 4, 2009, City Hall 5<sup>th</sup> Floor Large Conference Room.

**Adjournment:** Meeting was adjourned at 5:10 p.m. by Chairperson House.

Minutes submitted by:

Anthony "Tony" Harris