



HUMAN RESOURCES BOARD

Meeting Minutes
Monday, April 7, 2008

Opening:

The regular meeting of the Human Resources Board was called to order at 4:02 p.m. on April 7, 2008, in the City Hall 5th Floor Large Conference Room by Chairperson Erin House.

Present:

Ellie Bennett
Arthur Butler
Bob Gordon
Jeremy Hammond
Erin House
Norman Powell (Arrived 4:23 pm)

Excused Absence:

Woodie Rucker-Hughes

Unexcused Absence:

Jackalyn Rawlings
Rhonda Strout
Robin Treen

Rosetta Runnels

Alanna Johnson

Guests:

Leonardo Gonzalez, Human Resources Manager
Georgina Villasenor, Human Resources Specialist
Kimberly Lyn, Human Resources Specialist
Cassandra Lewis, Administrative Intern
Adam Murvine, Human Resources Specialist

A. Approval of Minutes

Approval of Monday, March 3, 2008 minutes.

Motion to approve: Ellie Bennett
Second: Robin Treen
Ayes: All

B. Agenda Items

4. City Council Presentation – Erin House, Chairperson

- Chairperson House opened up the discussion regarding the draft Council presentation by having the Board review the PowerPoint that was handed out to the Board.
- Discussion arose around the March 27, 2007 HR Board “inquiry” into the Police Department promotions. Erin expressed Woodie Rucker-Hughes’ admonition to be accurate in the report and he felt this particular item was not accurately stated. Erin felt this was not an accomplishment.
- Ellie Bennett suggested we take it out.
- Chairperson House and Board member Treen didn’t want to remove it, but to amend it to reflect the accurateness of the issue.
- Chairperson House felt the issues were not addressed at all. Both the City Manager’s Office and Police Department were asked to express themselves, but no representative attended the meeting.
- Vice-Chairperson Bennett felt both departments were being negligent by not responding to the Board’s inquiry. Ms. Bennett felt they should have responded.
- Board member Rawlings feels we have a responsibility to represent the citizens of the City, the same would apply to the City Manager and the Police Department. She thinks with the decline to comment, they were setting a bad example for the staff.
- Chairperson House wants the verbiage to reflect how the Board feels about this situation. Board Member Gordon feels we were steamrolled on this one.
- Vice Chairperson Bennett thinks however we word this issue, we must ensure that we do it without emotion. Stick to the facts.
- Norman Powell wanted to get back to the question; what verbiage would the Board like to see in regards to this matter.
- Ellie Bennett stated she wanted to see bullet points illustrating a forum was put forth, but neither Police, nor the City Manager’s Office or the public responded to the inquiry.
- It was stated by Chairperson House that members of the Board were approached by Police Unions in regards to the matter, but they didn’t show up for the public review.
- Director Strout wanted to point out the accomplishments of Recruiting and Training in the past year.
- Board Member Gordon was really impressed with the training opportunities put forth this past year.
- Vice-Chair Bennett also echoed his sentiments. She wants more details on the presentation. She doesn’t want Human Resources to short-change themselves on their accomplishments.
- Echoing her sentiments, Chairperson House feels this is the department’s time to shine.
- Board Member Gordon wants to really highlight the Human Resources Accomplishment booklet. He thinks it was fantastic.
- Board Member Treen suggested with regards to the EEO comparatives, show them with explanations. Director Strout felt some of the highlights should include Average Sick-leave usage; turnover rates; and internal promotions.
- Jackie Rawlings suggested using words that will catch their attention, i.e.” cost savings; updated information; develop a system that will bring accountability.”
- Chairperson House said that should be included as part of the conclusion of the report.
- Vice-chairperson Bennett wants the HR team to say all the right things. People should be in awe of where we started and how far we’ve progressed, but emphasize we still have a long way to grow and improve.
- Robin Treen agrees with Vice-Chair Bennett, we should balance the presentation. We are not here just to be a forum for Management.
- Vice-Chairperson Bennett wants to emphasize we are a body that will listen. Presentation will be heard by all who come to the City Council.

- Accomplishments are being made, said Chairperson House, and the Human Resources Department is really involved. This report is our report card to the City Council.
- Board Member Gordon wanted to know how the report addresses employee morale. Management doesn't see the conflicts that go-on between employees and Supervisors.
- Board Members Powell and Treen would like to see a heading in the report, titled "Challenges", to reflect the conflicts.
- Rhonda Strout asked the board if they would like more specifics brought to the Board. Most of the board indicated yes.
- Chairperson House and Rhonda Strout agreed to work more on the presentation to the City Council. It will be discussed more at the next meeting. If the need should arise, then a special meeting of the Board will be announced at that May meeting.
- Chairperson House continued the agenda item to the next Board meeting.

5. Presentation –Update from Human Resources Training Division, Special Projects – Leonardo Gonzalez, Human Resources Manager

- Rhonda Strout introduced Adam Murvine, Human Resources Specialist to give a presentation on the Special Programs offered within the department.
- Adam presented a PowerPoint presentation to introduce the special programs to the Board.
- The programs highlighted included the Municipal Volunteer Program (MVP), Riverside Employment Services Education and Training (RESET), Summer Youth Employment Program (SYEP), Learn & Earn Project, Trades Technical Training (T3), Riverside Fellow Program, Federal Work Study Program (FSW), and the Internship Program.
- Adam responded to a question by Board Member Powell: What is the percentage of seniors volunteering, which Adam responded is 45% of the volunteers.
- Vice-chair Bennett wanted to know the requirements for someone wishing to participate in the tuition reimbursement program.
- Kimberly Lyn, Human Resource Specialist working in the Training division responded by giving the Board a summary of the qualifications of the program and concluded by informing the Board this program is on hold, due to budget concerns.
- Board Members gave their overall approval on the presentation and the programs.
- Chairperson House thanked Adam for his presentation.

Adjournment:

Meeting was adjourned at 5:15 p.m. by Chairperson Erin House.

Next Meeting:

May 5, 2008, 4:00 p.m. City Hall 5th Floor large conference room.

Minutes submitted by: Alanna J. Johnson _____