



HUMAN RESOURCES BOARD

Meeting Minutes
Monday, May 4, 2009

Opening:

The regular meeting of the Human Resources Board was called to order at 4:13 p.m. on Monday May 4, 2009 in the City Hall 5th Floor large conference room by Chairperson Erin House.

Present:

Ellie Bennett
Arthur Butler
Bob Gordon
Jeremy Hammond
Anthony Harris
Erin House
Norman Powell (Arrived 4:30 p.m.)
Jackalyn Rawlings
Woodie Rucker-Hughes
Rosetta Runnels (Arrived 4:14 p.m.)
Rhonda Strout
Robin Treen (Arrived 4:22 p.m.)]

Excused Absence:

Unexcused Absence:

Guests:

Sonya Dew – Resident
Ralph Nuñez – Parks, Recreation and Community Services Director
Tina Lang – Senior Administrative Assistant
Colene Torres – Senior Office Specialist

Public Comment Period: No comments made.

A. Approval of April 6, 2009 Minutes

Motion to approve: Ellie Bennett
Second: Bob Gordon
Ayes: All

B. Agenda Items

1. Departmental Presentation – Ralph Nuñez, Parks, Recreation and Community Services Director

- The HR Board received a comprehensive report and Parks, Recreation and Community Services (PRCS) Director Nuñez provided the Board with a verbal overview of EEO statistics regarding the Parks, Recreation and Community Services Department.
- Director Nuñez stated the PRCS Department has dealt with the current budget through attrition.
- Director Nuñez clarified the amount of time temporary employees can work.
- The HR Board made an inquiry with regard to contracted services. Director Nuñez stated that while there is some benefit to contracting services, the City makes an effort to balance out its use. Director Nuñez also noted that several contracting jobs are being done by local businesses. Vice Chair Bennett requested a cost analysis of all contracted services that the PRCS Department is involved in.

- The HR Board inquired as to the status of the Project BRIDGE Program. Director Nuñez stated that all contract employees had been released and acknowledged that keeping positive morale is a challenge; however Director Nuñez maintained that the PRCS Department is committed to customer service. Staff has risen to the challenge of doing more with fewer resources.
- Board Member Rucker-Hughes commended Director Nuñez on the job he has done, and continues to do. The HR Board expressed appreciation for his efforts.

2. Human Resources Board Standing Rules – Erin House, Chair

- Chairperson Erin House presented the Standing Rules of the Human Resources Board for review and approval. Board Member Butler motioned to approve the policy with the following revisions; “The Board may limit the total amount of time of testimony on particular issues for individual speakers. More or less time may be authorized by a majority of the Board.” The motion was seconded by Board Member Runnels. The motion passed with eight (8) Ayes and one (1) Nay.

3. Review and Consideration of Proposed Letter to the Chief of Police – Ellie Bennett, Vice Chair

- The HR Board reviewed a draft of a letter that the Board wants to present to the Chief of Police. During discussion it was decided that the original email correspondence should be attached to the letter along with additional changes recommended by the Board. The Board suggested that HR Analyst Anthony Harris make the suggested changes and forward the letter to Chairperson House for signature.
- Board Member Gordon motioned to accept the letter with the changes with a second by Board Member Bennett. The motion passed with eight (8) Ayes and one (1) Nay.

4. Update on Lay-offs within the City – Rhonda Strout, Human Resources Director

- The HR Board received information regarding the number of lay-offs within the City of Riverside for the month of April.
- Human Resources Director, Rhonda Strout noted that there have been no additional lay-offs since the previous report.

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

- Deputy Human Resources Director Hammond informed the Board that the City is being considered as a recipient of a grant totaling \$604,000 to fund the Summer Work Experience Program.
- Board Member Rucker-Hughes offered her assistance in the screening of applicants.
- Board Member Runnels commended Board Member Rucker-Hughes for bringing the Economic Stimulus Package/Grant Opportunity to the Board’s attention.

6. Review of Human Resources Policies and Procedures – Jeremy Hammond, Deputy Human Resources Director

- Deputy Director Hammond presented revised policies I-2, Testing, Certification, and Eligibility Lists and I-14 Criminal Background and Live Scan Policy, to the HR Board for review and approval. Board Member Treen motioned to accept the policies with a second by Board Member Butler. The motion passed unanimously.

7. Issues for Future Discussion

- The HR Board requested that the topic of the summer schedule be added to the June 1, agenda.]

Next Meeting: June 1, 2009, City Hall 5th Floor Large Conference Room.

Adjournment: Meeting was adjourned at 5:30 p.m. by Chairperson House.

Minutes submitted by: Colene Torres _____