



HUMAN RESOURCES BOARD

Meeting Minutes
Monday, May 07, 2012

Opening:

The regular meeting of the Human Resources Board was called to order at 4:01 p.m. on Monday, May 07, 2012 in the City Hall 2nd floor conference room by Chair Arthur Butler.

Present:

Arthur Butler
Bob Gordon
Cynthia Baca
Erin House
Holly Evans
Jackalyn Rawlings
Norman Powell
Sonya Dew (Arrived 4:08 p.m.)
Colene Torres
Jeremy Hammond
Rhonda Strout

Excused Absence:

Woodie Rucker-Hughes

Unexcused Absence:

Guests:

Tom Boyd – Public Works Director
Steven Espinoza – Employee Relations Officer

Public Comment Period: No comments made.

A. Approval of April 02, 2012 Minutes

Approved: Erin House
Second: Norman Powell
Ayes: All

B. Agenda Items

At the direction of Chair Arthur Butler, agenda item numbers 4 and 5 were taken out of turn.

1. Departmental Presentation – Tom Boyd, Public Works Director

- A verbal overview of the Public Works Department was provided to the Board by Public Works Director Tom Boyd which included an overview of the department's organization chart and ethnic breakdown.
- Public Works Director Tom Boyd indicated that boosting employee morale is one of his top priorities. Currently, the department celebrates birthdays on a monthly basis and hosts an annual employee recognition event.
- Director Boyd indicated that there currently are thirty-three Public Works employees enrolled in the M3P Training Program. Recently, seventeen employees from the Public Works Department successfully completed the Training Program.

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

- Deputy Human Resources Director Jeremy Hammond presented the Board with two (2) policies for review and approval. The policies presented were Retirement (CalPERS) (V-13) and Employee Leave Donation Plan (V-3).
- Board Member Bob Gordon motioned to approve the Policies as presented. Board Member Erin House seconded the motion. The motion passed unanimously.

3. Summer Work Program – Jeremy Hammond, Deputy Human Resources Director

- Deputy Human Resources Director Jeremy Hammond informed the Board that Human Resources Director Rhonda Strout took the initiative to email all department heads seeking any available funding to hire Summer Youth Workers.
- Human Resources Director Rhonda Strout informed the Board that eight (8) vacancies have been identified to place youth and explained the partnership with the YOC.
- Deputy Human Resources Director Jeremy Hammond indicated that the Human Resources Department will apply for a grant with the San Manuel Band of Mission Indians in August to fund the Summer Youth Program for next fiscal year.

4. Human Resources Director Updates – Rhonda Strout, Human Resources Director

- Human Resources Director Rhonda Strout announced that the Public Works Director recruitment is complete and a selection has been announced.
- Ms. Strout indicated that there is a candidate in the background process for the position of Community Development Director.
- Human Resources Director Rhonda Strout informed the Board that the Safety function will be moving from the City Manager’s Office to the Human Resources Department on or before July 1, 2012.
- Director Strout announced that the Human Resources Department has received an award from the American Heart Association for “Promoting Employee Health and Fitness.” Ms. Strout indicated that the City is one of eight Inland Empire worksites to receive the gold level recognition and the only to receive the Innovation Award.
- Employee Relations Officer Steven Espinoza provided a handout and review of the first quarter 2012 Labor and Employee Relations statistics.
- The Human Resources Board was invited to the Wellness Fair scheduled for May 9th at City Hall in the Breezeway at 9:00 a.m. Human Resources Director Rhonda Strout informed the Board that the City has had tremendous participation in the Wellness Program and statistics show that since 2008 there has been an increase in productivity with fewer sick days used.

5. Future Discussion Items – Arthur Butler, Chair

- Board Member Woodie Rucker-Hughes was unable to attend the Board meeting and asked the following question to be placed on June’s meeting agenda, “What is being done to monitor the progress of the City’s criteria which they set in place when it approved the ARRA bonds for the Hyatt Hotel, particularly as it applied to having as a provision, the idea of jobs for low and moderate income persons?”
- Human Resources Director Rhonda Strout informed the Board that this item will not be placed on June’s meeting agenda per City Attorney Greg Priamos as this matter is not under the Board’s purview.

Next Meeting: June 4, 2012, City Hall 2nd floor conference room.

Adjournment: Meeting was adjourned at 4:55 p.m. by Chair Arthur Butler.

Minutes submitted by: Colene Torres _____