



HUMAN RESOURCES BOARD

Meeting Minutes
Monday, September 10, 2012

Opening:

The regular meeting of the Human Resources Board was called to order at 4:00 p.m. on Monday, September 10, 2012 in the City Hall 2nd floor conference room by Chair Arthur Butler.

Present:

Arthur Butler
Bob Gordon
Cynthia Baca
Erin House
Jackalyn Rawlings
Sonya Dew (Arrived 4:10 p.m.)
Colene Torres
Jeremy Hammond
Rhonda Strout

Excused Absence:

Norman Powell
Woodie Rucker-Hughes

Unexcused Absence:

Holly Evans

Guests:

Amy Haug – Sr. Human Resources Analyst
Ennette Morton – Museum Director
Scott Boston – Safety Officer
Steven Espinoza – Employee Relations Officer

Public Comment Period: No comments made.

A. Approval of June 04, 2012 Minutes

Approved: Erin House
Second: Bob Gordon
Ayes: All

B. Agenda Items

At the direction of Chair Arthur Butler, agenda item numbers 9 and 10 were taken out of turn.

1. Departmental Presentation – Ennette Morton, Museum Director

- A verbal overview of the Museum was provided to the Human Resources Board by Museum Director Ennette Morton. Handouts presented included an organizational chart and brochure of scheduled events.
- Director Morton informed the Board that effective July 1, 2012 the Arts & Cultural Affairs Division moved from the Development Department to the Museum.
- Museum Director Ennette Morton indicated that the Arts & Cultural Affairs Division is now responsible for issuing special events/film permits.
- Ms. Morton informed the Board of current key events such as the Long Nights of Arts & Innovation and the Mayor's Ball.

- Board Member Cynthia Baca inquired as to how much money is raised at the Mayor's Ball. Director Morton replied and indicated \$50k-\$60k is usually raised at this event. However, this year they are challenged to raise \$100k.
2. **Set Date for Personnel Grievance – Art Butler, Chairperson**
 - The date for the Personnel Grievance was scheduled for October 01, 2012 in the 2nd Floor Conference Room, City Hall following the October Board Meeting set for 3:00 p.m.
 3. **Safety Officer Introduction – Rhonda Strout, Human Resources Director**
 - Human Resources Director Rhonda Strout introduced the new Safety Officer Scott Boston to the Human Resources Board.
 4. **Recruitment Division Updates – Amy Haug, Sr. Human Resources Analyst**
 - Sr. Human Resources Analyst Amy Haug gave the Board a PowerPoint presentation overview of statistics from the Recruitment and Selection Division.
 - Ms. Haug provided the Board with statistical information from Google Analytics regarding the number of hits and clicks that the City Jobs Website had in fiscal year 2011/2012.
 - Ms. Haug briefly discussed the software transition to Neogov that will take place over the next few weeks.
 5. **Career Development Tool – Amy Haug, Sr. Human Resources Analyst**
 - Sr. Human Resources Analyst Amy Haug presented the Board with a sample of the new Individual Career Development Plan.
 - Ms. Haug indicated that this document was piloted in the Public Utilities Department last year. Ms. Haug informed the Board that this document will now be used Citywide because of its effectiveness.
 - Sr. Human Resources Analyst Amy Haug indicated that this document will help employees set goals and move their career in the right direction.
 6. **Succession Planning – Jeremy Hammond, Deputy Human Resources Director**
 - Deputy Human Resources Director Jeremy Hammond introduced the Professional Advancement Career Enhancement (PACE) Training Program to the Board.
 - Mr. Hammond touched on the various components of the program and explained that this program was designed to identify and cultivate current and rising leaders within the organization.
 7. **Review of Human Resources Personnel Policies and Procedures – Jeremy Hammond, Deputy Human Resources Director**
 - Deputy Human Resources Director Jeremy Hammond presented the Board with four (4) policies for review and approval. The policies presented were Probation and Probationary Periods (I-5), Bilingual or Sign Language Designation (V-16), Random Drug and Alcohol Testing for Employees (Except Fire Engineers) (III-9) and Public Safety (Fire and Police) Industrial Disability Retirement (VI-03).
 - Board Member Bob Gordon motioned to approve the Policies as presented. Board Member Cynthia Baca seconded the motion. The motion passed unanimously.
 8. **Human Resources Director Updates – Rhonda Strout, Human Resources Director**
 - Human Resources Director Rhonda Strout informed the Board that the Human Resources Department was announced as the 2012 Winner for the New Employee Web-based On-Boarding Solution and awarded the Digital Government Achievement Award (DGAA).
 - Ms. Strout indicated that the CalPERS Reform Bill AB340 establishes cost sharing programs and formulas will be changing as well as retirement ages.
 - Director Strout indicated that there will be a three percent reduction in rates for BlueCross members in calendar year 2013. This reduction is due to less utilization attributed to the Wellness Program.
 - The HR Board received a comprehensive report and Human Resources Director Rhonda Strout provided the HR Board with a verbal overview of EEO statistics regarding Citywide-Permanent, Executive, Management I and Management II employees. The data compared 2005, 2010, 2011 and 2012. The City continues to improve diversity of its employee population.

9. Future Discussion Items – Arthur Butler, Chair

- Board Member Cynthia Baca inquired as to how many employees have been hired through diversity outreach advertising sources. Deputy Human Resources Director Jeremy Hammond indicated that he would return to the Board with this information.
- Board Member Bob Gordon requested an EEO breakdown for employees who may leave the organization in five years. Deputy Human Resources Director Jeremy Hammond indicated that he would return to the Board with this information

Next Meeting: October 01, 2012, City Hall 2nd floor conference room at 3:00 p.m.

Adjournment: Meeting was adjourned at 5:25 p.m. by Chair Arthur Butler.

Minutes submitted by: Colene Torres _____