



HUMAN RESOURCES BOARD

Meeting Minutes
Monday, September 14, 2009

Opening:

The regular meeting of the Human Resources Board was called to order at 4:13 p.m. on Monday, September 14, 2009 in the City Hall 5th Floor large conference room by Chairperson Erin House.

Present:

Ellie Bennett
Arthur Butler
Erin House
Norman Powell
Woodie Rucker-Hughes
Rhonda Strout
Jeremy Hammond
Colene Torres

Excused Absence:

Rosetta Runnels
Jackalyn Rawlings

Unexcused Absence:

Bob Gordon
Robin Treen

Guests:

Steven Espinoza – Employee Relations Officer

Public Comment Period:

- Mary Shelton addressed the Board

A. Approval of June 4, 2009 Minutes

Motion to approve: Norman Powell
Second: Ellie Bennett
Ayes: All

Review and approval of June 29, 2009 Minutes

Continued [

Approval of July 9, 2009 Minutes

Motion to approve: Art Butler
Second: Norman Powell
Ayes: All

B. Agenda Items

1. Status of Letter to City Council – Erin House, Chair

- Chairperson Erin House informed the HR Board that he has not yet received a response from the City Council regarding the Board's letter dated April 16, 2009.
- The HR Board agreed that another letter would be appropriate to send to City Council.
- Chairperson Erin House and Vice Chair Ellie Bennett will draft another letter that the Board would like to present to City Council.

2. Discussion Regarding HR Board Retreat – Erin House, Chair

- Chairperson Erin House informed the HR Board that he met with the City Attorney to discuss the possibility of having an HR Board Retreat.
- Chairperson House informed the HR Board that due to the Brown Act the HR Board would be unable to have a Retreat. However, a social gathering would be acceptable under the Brown Act.
- Vice Chair Ellie Bennett indicated that a social gathering would be a good opportunity for HR Board Members to enhance their relationship with one another.

3. HR Department Updates – Rhonda Strout, Human Resources Director

Template

- Human Resources Director Rhonda Strout indicated that the question of “What can the Human Resources Board do to help?” has been added to the Department Presentation Template.

Quarterly Separation Statistics

- The HR Board received information regarding the number of separations in the City of Riverside for the 2nd quarter, 2009.
- The HR Board requested that a lay-off column be added to the statistics.

Update on Lay-offs within the City

- The HR Board received information regarding the number of lay-offs in the City of Riverside.
- Human Resources Director Rhonda Strout informed the HR Board that there have been twelve true (12) lay-offs and there are eight (8) lay-offs in progress.
- Human Resources Director Rhonda Strout explained to the HR Board that although individuals are being laid off, the City is committed to maintain customer service and community service levels.
- Vice Chair Ellie Bennett asked if the City of Riverside utilizes furloughs; Human Resources Director Rhonda Strout indicated that furloughs are voluntary and the City has not had to make them mandatory.
- Board Member Rucker-Hughes asked if the City of Riverside currently offers early retirements. Human Resources Director Rhonda Strout indicated that an employee must approach their department head in regards to early retirement discussions.

EEO Statistics

- 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 September 2008 to September 2009, and in spite of a reduced workforce, there were no remarkable changes.

4. Items Continued to Future Agenda

- Employee Relations Statistics
- Equal Employment Opportunity Policy]

Next Meeting: October 05, 2009, City Hall 5th Floor Large Conference Room.

Adjournment: Meeting was adjourned at 5:20 p.m. by Chairperson House.

Minutes submitted by: Colene Torres _____