



HUMAN RESOURCES BOARD

Meeting Minutes
Monday, January 7, 2008

Opening:

The regular meeting of the Human Resources Board was called to order at 4:00 p.m. on January 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
Jackalyn Rawlings
Rhonda Strout
Robin Treen
Rosetta Runnels (Arrived 4:17 p.m.)

Excused Absence:

Woodie Rucker-Hughes

Unexcused Absence:

Guests:

William "Rusty" Bailey, Councilmember, Ward 3, City of Riverside
Anthony Harris, Human Resources Analyst
Siobhan Foster, Public Works Director

A. Approval of Minutes

Approval of Monday, December 3, 2007 minutes.

Motion to approve: Arthur Butler
Second: Bob Gordon
Ayes: All

B. Agenda Items

5. Department Presentation – Siobhan Foster, Director, Public Works

- Siobhan Foster provided EEO Statistics and an overview of the Public Works Department.
- It was mentioned that the Professional Engineer positions are difficult to fill.
- It was noted that although there is currently no department orientation for Public Works, there is a safety orientation for the field workers. A department orientation for Public Works has been added to the Public Works strategic plan.
- Clarification was given on the sick leave usage numbers.
- It was noted that Trees/Landscape and the Crossing Guard program are now under Public Works.
- Siobhan welcomed feedback from the Human Resources Board.
- Chairperson House stated that he appreciated the support that Public Works provides and recognizes the work that they are doing.
- Councilman Bailey recognized Siobhan Foster for all of her hard work in the Public Works area.

5a. Comments by Councilmember Bailey

- Councilmember Bailey introduced himself to the HR Board.
- Councilmember Bailey discussed his “hands-on” philosophy and all of the knowledge that he has been gaining as a new Councilmember. He also spoke to the needs of the City.
- Chairperson House provided clarification regarding role of the HR Board.

6. Discussion of Comparative EEO Statistics for Management and Executive Employees – Rhonda Strout, Human Resources Director

- Per request of the HR Board, Rhonda provided various bar graphs depicting Comparative EEO Statistics for Management and Executive Employees. Clarification was provided to the HR Board regarding the design of the graph.
- Rhonda stated that there didn't seem to be any clear demographic trends regarding separations, appointments or promotions within the City of Riverside.
- HR Board members inquired about the difficulty recruiting minorities. Rhonda stated that diversity is a consideration when creating the applicant pool. She directed the board members to the “raw data” graph that they were presented previously that discussed the demographic trends for all new hires for the last two years which indicates that new hires to the workforce for the period 2005 through 2007 were 74% minority versus 24% Caucasian.
- It was noted that if the Human Resources Department continues with the best practice of looking for the best qualified applicants which creates a wider base for the applicant pool, the City of Riverside will continue being an equal opportunity employer.
- As an aside, HR Board Member Robin Treen stated that he had audited one of the M3P classes and found it to be outstanding. The information that he gained, he uses daily.

Adjournment:

Meeting was adjourned at 5:02 p.m. by Chairperson Erin House.

Next Meeting:

February 4, 2008, 4:30 p.m. City Hall 5th Floor large conference room.

Minutes submitted by: Anthony "Tony" Harris _____