



HUMAN RESOURCES BOARD

Meeting Minutes
Monday, October 6, 2008

Opening:

The regular meeting of the Human Resources Board was called to order at 4:02 p.m. on October 6, 2008, in the City Hall 5th Floor Large Conference Room by Chairperson Erin House.

Present:

Ellie Bennett (Arrived 4:10 pm)
Arthur Butler
Bob Gordon
Jeremy Hammond
Erin House

Excused Absence:

Norman Powell

Unexcused Absence:

Jacklyn Rawlings

Woodie Rucker-Hughes

Rhonda Strout
Robin Treen (Arrived 4:08 pm)
Rosetta Runnels
Alanna Johnson

Guests:

Amy Haug, Senior Human Resources Analyst
Mylene Daniels, Business Systems Support Analyst
Kimberly Lyn, Human Resources Specialist
Sarah Wilson, Human Resources Specialist

Approval of Minutes

Approval of Monday, September 15, 2008 minutes.

Motion to approve with changes: Robin Treen
Second: Arthur Butler
Ayes: All

B. Agenda Items

4. IT Updates – Amy Haug, Senior Human Resources Analyst and Mylene Daniels, Business Systems Support Analyst

- Chairperson Erin House introduced Amy Haug and Mylene Daniels to update the Board on various IT projects.
- The Board was given a quick demonstration of the Employee On-line system.
- Amy Haug showed the Board the new Performance Evaluation Form that will enable Supervisors to complete the form on line.
- Vice-Chairperson Bennett had some concern regarding the confidentiality of the document. She wanted to know how HR will insure the confidentiality of the subject employee. Board Member Treen had the same concern.
- Jeremy Hammond assured the Board that HR will take any steps necessary to ensure the confidentiality of this document. This would not be a document that supervisors would store on their desktops.
- Ms. Haug discussed the sections of the form. She described how the first six evaluation questions apply to all, but 7 through 12 would be based on the position of the person being evaluated.
- Section Two of the evaluation is determined by accomplishments and unaccomplished objectives, which is again based on the classification of the position.
- Ms. Haug and Ms. Daniels talked about the new and exciting things that have been added to the Volunteer/Internship Web Page, which includes the extensive information on how to volunteer within the various departments, within the City.
- Vice Chairperson Bennett wanted to know if a background check is done on volunteers. Sarah Wilson responded all volunteers are fingerprinted and checked through the Department of Justice.
- Amy Haug discussed the Web Internship Program through the colleges that gives college interns work experience in different City Departments. Deisy Ruiz, from the Mayor's Office, oversees the program for the City. Over seventy students have applied in the last six weeks.
- Chairperson House and Vice Chairperson Bennett were very pleased with the program and wondered why the program isn't publicized more?
- Rhonda Strout answered by explaining this is a program that was impacted by the loss of an employee within the HR department, and marketing is being conducted by a staff member in the Mayor's Office.
- Board Member Treen suggested we should pass the cost of live scans through to the volunteers, similar to how they do at the Mission Inn.

5. Distribution of Human Resources Personnel Policies and Procedures – Rhonda Strout, Human Resources Director

- Rhonda Strout presented two new and/or revised City Policies for the Board to review, and mentioned that in the future Human Resources will be bringing additional policies to the Board.
- One of the two policies was the Reasonable Suspicion & Post accident Drug and Alcohol Testing Policy. This was approved by the Board earlier for SEIU employees, and this policy has been created for Management and Confidential Employees.
- Jeremy Hammond talked about the Employee Leave Donation Plan policy which discusses how much time a person can donate to an employee on leave, due to a non-job related work injury or illness.
- Vice Chairperson Bennett inquired why the wording "non-job related" was added to the policy.
- Rhonda responded that if it's work related, then it's handled through Workers' Compensation. The policy is in place not to step in the way of Workers' Compensation, but to augment it, since it's handled through Finance.

- Board Member Rosetta Runnels mentioned the way the new wording was added to the policy, is to avoid running into trouble with Workers' Compensation Law.
- Ms. Strout responded this is one of the reasons we've been working on the wording, trying to avoid muddying the waters between Human Resources and Workers' Compensation.
- Mr. Hammond discussed an employee can only donate up to 540 hours to another employee. Ms Strout mentioned the hours can only be donated if the employee has exhausted all of their leave time for an eligible illness, or injury, to them or a close family member.
- The Board will review the two policies and bring forth any changes or concerns at the next Board meeting.

6. Human Resources Board Sub-Committee

- Alanna brought forth to the Board how difficult it's been to schedule a meeting within the two week time span the Sub-Committee wanted to meet.
- Board Member Runnels gave dates she would be available to meet within the next few weeks. Other Board Members will make a concentrated effort to meet.

7. New Business

- Board Member Treen asked about the morale of the staff, since the City of Corona announced the lay off of 112 employees. A source informed him, most of the employees laid off were Engineers.
- Rhonda Strout agreed to look into this inquiry.
- A disc of the Budget Hearing from June 10, 2008, was passed to the Board, which mentioned City Manager Hudson assuring the City was doing everything it can to avoid Lay-offs and cuts to internal service departments are only a temporary fix.

Adjournment:

Meeting was adjourned at 5:00 p.m. by Chairperson House.

Next Meeting:

November 3, 2008, 4:00 p.m. City Hall, 5th Floor large conference room.

Minutes submitted by: Alanna J. Johnson _____