



HUMAN RESOURCES BOARD

Meeting Minutes
Tuesday, October 9, 2007

Opening:

A special meeting of the Human Resources Board was called to order at 4:00 p.m. on - 10/9/2007, in the City Hall 5th Floor large conference room by Chairperson Erin House.

Present:

Ellie Bennett
Arthur Butler
Bob Gordon
Jeremy Hammond
Anthony Harris
Erin House
Norman Powell
Jackalyn Rawlings
Woodie Rucker-Hughes
Rosetta Runnels (Arrived 4:30 p.m.)
Rhonda Strout (Arrived 4:49 p.m.)
Robin Treen (Arrived 4:10 p.m.)

Excused Absence:

Unexcused Absence:

Guests:

Neil Okazaki, Deputy City Attorney, City Attorney's Office
Amy Haug, Senior Human Resources Analyst, Human Resources
Mary Shelton, Riverside Resident

A. Approval of Minutes

Approval of Monday, Monday, September 10, 2007 minutes.

Motion to approve: Bob Gordon
Second: Norman Powell
Ayes: eight (8)
Abstain: one (1)

B. Agenda Items

1. Public Comment

- Riverside resident Mary Shelton sought clarification of how the City of Riverside Department Heads and the HR Board handled complaints of a hostile work environment and where the public could obtain statistical information regarding such claims.
- Chairperson House requested more definitive clarification of what the resident was asking for. It was determined that the resident wanted to know the number of claims filed and well as the outcome for the past five (5) years. The requested information will be available at the November meeting of the HR Board.
- It was emphasized that the HR Board meetings are public meetings and that residents are always encouraged to attend. The resident was also admonished to exercise caution when making general statements regarding possible harassment/hostile work environment issues.
- The resident was encouraged to talk to her peers and encourage them to document instances of perceived harassment as perceptions vary with individuals.

2. Employee Relations Update – Steven Espinoza

- Steven Espinoza provided an EEO update to the HR Board. Statistical information was provided as it pertained to the number of grievances, harassment claims and appeals.
- It was mentioned that the working relationship between the Employee Relations office and the Union is a good one.
- Mr. Espinoza explained that grievance resolution isn't "black and white", several factors are involved and that they are all reviewed.
- The Human Resources Department has assisted in 44 filed grievances.
- The HR Board has asked for specialized statistical information that will be available at the November HR Board meeting.
- A question concerning moral was asked and Mr. Espinoza stated that he hasn't been in the position long enough to make a fair assessment, however he is working with the union to address any issues of moral that may arise.
- It was stated that noting common denominators/trends with regard to the increase in grievances, disciplines, appeals, and harassment claims is valuable information.

3. M3P Presentation – Amy Haug

- Senior Human Resources Analyst, Amy Haug presented the new training program that they City of Riverside is offering to their employees.
- After an initial question regarding the certainty of class enrollment, Ms. Haug explained that the program is still being fine-tuned and that based on the initial response for the program, she doesn't anticipate that filling the classes will e a problem.
- It was suggested that an incentives program be created in order to discourage employees receiving training to take that training away from the City of Riverside.
- Rhonda Strout provided a history of the evolution of the M3P program as well as the selection process for the classes. In addition, Ms. Strout stated that HR is very proud of the M3P program and that she has been receiving some very positive feedback.
- MS. Strout mentioned that HR staff took the selection of the instructors for the classes very seriously; every instructor that was being considered "auditioned" for the class.

- HR Board members asked if they could audit the class and Ms. Strout encouraged such participation.
- It was recommended that the HR staff be commended for the excellent work that they have done with this program and that such a commendation be added to the minutes.

Motion to commend HR on the M3P Program: Norman Powell

Second: Woodie Rucker-Hughes

Ayes: All

4. EEO Demographics Update – Rhonda Strout

- Human Resources Director Rhonda Strout provided an update on EEO Demographics.
- Ms. Strout stated that an internal audit will be done regarding the “other” category in order to specify what those numbers represent.
- Ms. Strout explained the distinction between Management I & Management II employees.
- The HR Board asked that a report detailing EEO information for Management I & Management II employees be provide at the December HR Board meeting; the HR Department will accommodate this request.

5. Public Hearing Notice

- Voting members of the Human Resources Board approved the Public Hearing scheduled for Monday, October 22, 2004 in the Art Pick Council Chambers at 4:00 p.m.

Motion to approve: Bob Gordon

Second: Robin Treen

Ayes: All

6. Review and Discussion of the Human Personnel Policies and Procedures

- Human Resources Deputy Director Jeremy Hammond and Deputy City Attorney Neil Okazaki provide clarification to the board regarding the Fire Engineers and the Drug Policy.
- There was a concern stated regarding the subjectivity of who gets a “2nd chance”. Human Resources Director Rhonda Strout provided clarification of the City’s stance on the subject and Deputy City Attorney Neil Okazaki stated the discretion is not in the hands of one individual, several checks and balances are in place.
- Board members inquired of the Unions stance regarding the policies. Members of the HR staff stated that the Unions are in agreement with the policies.

Adjournment:

Meeting was adjourned at 5:43 p.m. by Chairperson Erin House.

Next Meeting:

November 5, 2007, 4:00 p.m. City Hall 5th Floor large conference room.

Minutes submitted by: Anthony “Tony” Harris

