



HUMAN RESOURCES BOARD

Meeting Minutes
Monday, November 3, 2008

Opening:

The regular meeting of the Human Resources Board was called to order at 4:00 p.m. on November 3, 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
Jacklyn Rawlings

Excused Absence:

Woodie Rucker-Hughes

Unexcused Absence:

Rhonda Strout
Robin Treen
Rosetta Runnels (Arrived 4:10 pm)
Alanna Johnson

Guests:

Colleen Nicol, City Clerk, City Clerk's Office
Paul Sundeen, Assistant City Manager/CFO/Treasurer, City Manager's Office
Kristin Tillquist, Chief of Staff, Office of the Mayor
Mary Shelton, Riverside City Resident
Sonia Dew, Riverside City Resident

Public Comment Period

Mary Shelton addressed the Board, specifically inquiring about the lawsuit involving Code Enforcement employees, the City's Harassment training for employees, and also if any of the Board Members have taken the training.

Chairperson House responded by informing Ms. Shelton that the Board has no say in matters regarding current litigation. Chairperson House also responded that the Harassment Training classes for employees have been on-going. Board Members are able to take any training courses that are offered, but at this time, no member has participated.

With no additional questions from the public, Chairperson House closed the Public Comment Period.

A. Approval of Minutes

Approval of Monday, October 6, 2008 minutes.

Motion to approve: Norman Powell

Second: Robin Treen

Ayes: All

B. Agenda Items

4. Department Presentations
- City Clerk's Office, Colleen Nicol, City Clerk
 - City Manager's Office, Paul Sundeen, Assistant City Manager/CFO/Treasurer
 - Mayor's Office, Kristin Tillquist, Chief of Staff
- Chairperson House opened the presentation with an introduction that due to the small size of the City Manager's Office, it was decided to have them present at the same time as other Department's scheduled for today. With that being said he introduced the City Clerk's Office as the first presenter.
 - Colleen Nicol opened her presentation by explaining the focus of the City Clerk's Office which is to maintain all official records of the City and perform other State and municipal duties for the City.
 - She stressed how the department is very involved with cross-training, always trying to promote from within, and utilize the resources of the Human Resources Department when recruiting.
 - Ms. Nicol remarked on how well her current staff work together and that she is not worried about abuse of sick leave.
 - Ms. Nicol responded to Vice-Chairperson Bennett's question of record retention by explaining the Clerk's Office contracts with the County for records storage. The majority of the Clerk's files are permanent, while each department has different retention schedules depending on the subject matter of the file.
 - Board Member Powell inquired if the City Clerk's Office would be filling the vacant Assistant City Clerk position. Ms. Nicol responded not at this time.
 - Chairperson House thanked Ms. Nicol for her presentation and introduced Paul Sundeen, who presented for the City Manager's/Finance Department.
 - Paul Sundeen explained his role as the Assistant City Manager and head of the Finance Department. The role of the City Manager's Office is to provide leadership, direction and support to all City departments.
 - Mr. Sundeen spoke about a few vacancies within Finance, but due to the budget restrictions, he indicated they will not be filled at this time.
 - Board Member Butler was concerned with a few vacancies within Finance, namely, the Principle Accountant and Workers Compensation Manager positions, and whether or not the City will fill these key positions.
 - Mr. Sundeen feels that the current staff levels are adequate to maintain the quality service levels that have always been provided to the City.
 - Board Member Butler suggested not leaving those positions open too long, because the positions can be taken away by City Council.
 - Board Member Runnels inquired about the staff morale in the Finance Department. Specifically, Ms. Runnels inquired how he, as a department head, rewards staff for all of their hard work
 - Mr. Sundeen responded by indicating the Finance department always keeps watch of the morale within the department and will keep doing what they've always done to keep it positive. He is not aware of any morale problems at this time.
 - Chairperson House thanked Mr. Sundeen for his presentation to the Board and introduced Kristin Tillquist, Chief of Staff, from the Mayor's Office.

- Kristin Tillquist thanked the Board for having her. She spoke of the threefold mission that the Mayor's Office carries out daily. It provides leadership and works with City Council to develop public policy that furthers the vision of the City; provides leadership and support to residents by representing their interests with the City organization; and the Mayor acts as the City's Ambassador.
- The Mayor's Office bridges the spectrum from students to seniors, from schools to businesses, and all in-between.
- Ms. Tillquist mentioned that the Mayor's Office has always had a good relationship with the Human Resources Department and they heavily rely on the Internship program the Department offers to the City.
- Vice chairperson Bennett voiced a concern about the high sick leave rate within the department.
- Rhonda Strout addressed this concern by indicating the rate may appear high due to the small staff, but overall, compared to city-wide usage, this is a relatively small number. The average usage around the City is 60 hours per year. Each employee earns an average of 96 hours a year of sick leave, so when you look at it in that perspective, the number is relatively low.
- Chairperson House thanked Ms. Tillquist for her presentation and commented on how well the departments were doing in these economic times.
- At this time (4:30 p.m.), Board Member Gordon excused himself from the meeting and left, due to a conflict on his schedule.

5. HR Updates – Rhonda Strout, Director

- Rhonda Strout presented the Board with the City's Workforce Profile, and reported that the demographics indicate the City is doing very well. City-wide numbers may look flat, but Management figures are up within the minority groups.
- Vice Chair Bennett felt the numbers were improving City-wide, and looked even better than the Management numbers. Overall, she indicated that the City was in a good spot.
- Board Member Butler was still concerned with all the vacancies within the City and felt that this should not be ignored.

6. Distribution of Human Resources Policies and Procedures

- Ms. Strout asked Jeremy Hammond to report on the two new policies being brought to the Board for review and/or revision.
- The two policies Mr. Hammond brought to the Board for review were the Education Reimbursement Program Policy, and the Temporary Agency Services Program Policy.
- There was concern among the Board as to why would the City offer tuition reimbursement for probationary employees. The Board asked if this is done in other cities.
- Mr. Hammond suggested the Board review the policies at their leisure and bring them back to a future Board meeting for full discussion, along with the two policies previously distributed.
- Chairperson House requested that all four policies be added to the agenda for review at the next Board meeting.

7. Human Resources Board Subcommittee Report – Rosetta Runnels, HR Board Member/ Alanna Johnson, Staff

- Due to all Committee members not being available to meet, the Committee wanted to meet an additional time prior to reporting on their findings and making formal suggestions/recommendations to the full Board.
- Vice-Chairperson Bennett offered her apologies for missing the meeting.
- Board Member Runnels mentioned there is a lot of concern about morale City-wide and there were good suggestions that came out of the meeting.

7. New Business

- Board Member Butler questioned Rhonda Strout regarding the application process. Mr. Butler indicated he has had a few calls wherein someone applied for a position, but heard nothing about the position after it closed.
- Ms. Strout explained we are actively recruiting but due to the budget situation, a department oftentimes must place positions on hold. This causes the HR department to suspend recruiting and this causes confusion for candidates.
- Board Member Butler still had issues with not filling key positions within departments. His concern with Technicians being elevated to Management positions causes problems that the City will have to address in the future, if something isn't done now.
- Rhonda Strout responded that the City is aware of these issues, and the departments are keeping a handle on them and temporarily upgrading positions in accordance with the Council approved Fringe Benefits and Salary Resolution.
- Vice-Chairperson Bennett had the same concern as Board Member Butler indicating that when looking at it from the perspective of the employee who has been doing the elevated position, when it comes to filling the position, if the department passes that employee up, the City is faced with a potential lawsuit. Temporary, as she sees it, is 30, 60 or possible 90 days, not a year. The City should be in a pro-active role and not a reactive mode.
- Chairperson House feels this is something that needs to be discussed at the next Board meeting.

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

Next Meeting:

December 1, 2008, 4:00 p.m. City Hall, 5th Floor large conference room.

Minutes submitted by: Alanna J. Johnson _____