



## HUMAN RESOURCES BOARD

Meeting Minutes  
Monday, November 07, 2011

### Opening:

The regular meeting of the Human Resources Board was called to order at 4:04 p.m. on Monday, November 07, 2011 in the City Hall 5<sup>th</sup> floor large conference room by Chair Art Butler.

### Present:

Art Butler  
Cynthia Baca  
Erin House  
Jackalyn Rawlings  
Norman Powell  
Robin Treen  
Sonya Dew (Arrived 4:08 p.m.)  
Colene Torres  
Jeremy Hammond  
Rhonda Strout

### Excused Absence:

Woodie Rucker-Hughes

### Unexcused Absence:

Bob Gordon

### Guests:

Ralph Nuñez – Parks, Recreation and Community Services Director  
Steven Espinoza – Employee Relations Officer  
Kimberly Lyn – Human Resources Analyst  
Deisy Ruiz – Human Resources Specialist Trainee

**Public Comment Period:** No comments made.

### A. Approval of October 03, 2011 Minutes

Approved: Erin House  
Second: Jackalyn Rawlings  
Abstention: Robin Treen  
Ayes: All

### B. Agenda Items

#### 1. Departmental Presentation – Ralph Nuñez, Parks, Recreation and Community Services Director

- A verbal overview of the Parks, Recreation and Community Services Department was provided to the Human Resources Board by Director Ralph Nuñez.
- Director Nuñez indicated that the department currently has seventy two (72) full-time benefited employees. The remainder of the department is made up of part-time seasonal employees.
- Mr. Nuñez provided the Board with a verbal overview of budget statistics regarding the Parks, Recreation and Community Services Department.
- Director Nuñez indicated that the department deals with some of the current budget through attrition. Mr. Nuñez also stated that the department utilizes current resources such as the Work Release Program, Cal Fire and California Conversation Corps.

- Parks, Recreation and Community Services Director Ralph Nuñez informed the Board that the department has received the American Planning Association Award for Fairmount Park's renovation.
- The HR Board commended Director Nuñez for the outstanding job he has done with the department.

**2. Training Presentation – Kimberly Lyn, Human Resources Analyst & Deisy Ruiz, Human Resources Specialist Trainee**

- Human Resources Analyst Kimberly Lyn and Human Resources Specialist Trainee Deisy Ruiz gave the Board a PowerPoint presentation on the M3P Training Program.
- Ms. Lyn and Ms. Ruiz informed the Board of the various classes that are offered to all City employees. This included mandatory training for supervisors and optional certificate programs.
- Board Member Sonya Dew inquired as to if City employees receive incentives for completing a certificate program. Human Resources Director Rhonda Strout replied and indicated that employees don't receive an incentive for the completion of a class, but they do gain knowledge that will help them on the job and prepare for promotional opportunities.
- Board Member Cynthia Baca asked about the percentage of employees that have participated in the program. Human Resources Director Rhonda Strout indicated that she would return to the Board with this information at the next meeting.
- Some Members of the Board indicated that they would like to attend a class or two. Human Resources Director Rhonda Strout indicated that Sr. Administrative Assistant Colene Torres would send an email and schedule of upcoming courses, dates and times.

**3. Human Resources Presentation to the City Council – Art Butler, Chair**

- Chair Art Butler informed the Board that there is a report due to City Council on February 28, 2012.
- Deputy Human Resources Director Jeremy Hammond handed out a copy of the last presentation that was presented to the City Council.

**4. EEO Statistics – Rhonda Strout, Human Resources Director**

- 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.

**5. Review of Human Resources Personnel Policies and Procedures – Jeremy Hammond, Deputy Human Resources Director**

- Employee Relations Officer Steven Espinoza presented the Board with three (3) policies for review and approval. The Policies presented were Modified Duty Program for Work Related Injuries (VI-02), Reasonable Accommodation for Employees Who Have Been Injured on the Job (VI-04) and Industrial Injury Compensation and Return to Work (VI-01).
- Board Member Robin Treen motioned to approve the Policies as presented, with a second by Board Member Erin House. The motion passed unanimously.

**6. Human Resources Director Updates – Rhonda Strout, Human Resources Director**

- Human Resources Director Rhonda Strout informed the Board that the City Manager interviews are scheduled to take place within the next couple of weeks.
- Ms. Strout indicated that labor negotiations are completed with the exception of RPOA.
- Director Strout informed the Board that effective December 16<sup>th</sup> CalPERS second tier contract for the miscellaneous group will go into effect.
- Employee Relations Officer Steven Espinoza provided the Board with a verbal overview of employee relations statistics for the 3<sup>rd</sup> quarter of 2011.

**Next Meeting:** December 5, 2011, City Hall 5<sup>th</sup> floor large conference room.

**Adjournment:** Meeting was adjourned at 5:15 p.m. by Chair Arthur Butler.

Minutes submitted by: Colene Torres \_\_\_\_\_