



HUMAN RESOURCES BOARD

Meeting Minutes
Monday, December 03, 2012

Opening:

The regular meeting of the Human Resources Board was called to order at 4:05 p.m. on Monday, December 03, 2012 in the City Hall 2nd floor conference room by Chair Arthur Butler.

Present:

Arthur Butler
Jackalyn Rawlings
Cynthia Baca
Sonya Dew
Woodie Rucker-Hughes
Colene Torres
Jeremy Hammond
Rhonda Strout

Excused Absence:

Erin House
Holly Evans
Norman Powell

Unexcused Absence:

Bob Gordon

Guests:

Steven Espinoza – Employee Relations Officer

Public Comment Period: No comments made.

A. Approval of November 5, 2012 Minutes

Approved: Woodie Rucker-Hughes
Second: Sonya Dew
Ayes: All

B. Agenda Items

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

- Deputy Human Resources Director Jeremy Hammond presented the Board with six (6) policies for review and approval. The policies presented were Furlough Policy (Voluntary/Unpaid) (V-7), Pre-Placement Medical Examinations (I-10), Overtime Compensation for Non-Safety Management Employees and Administrative Leave for Exempt Employees (II-6), Temporary Agency Services Program (I-11), Work Uniforms for Employees (Other Than Public Safety) (V-17) and Reclassification (II-2).
- Board Member Cynthia Baca requested a minor change within policy (V-7).
- Board Member Rawlings motioned to accept the policy as revised, with a second by Board Member Rucker-Hughes. The motioned passed unanimously.

2. Skelly Guidelines – Steven Espinoza, Employee Relations Officer

- Employee Relations Officer Steven Espinoza presented the Board with the Instructions for Skelly Officers Guide.
- Mr. Espinoza touched on various components of the guide and explained that the guide was designed to better prepare individuals who serve as Skelly Officers.

3. Future Discussion Items – Arthur Butler, Chair

- No items identified.
- Next Meeting: January 7, 2013, City Hall 2nd floor conference room at 4:00 p.m.

Adjournment: Meeting was adjourned at 4:40 p.m. by Chair Arthur Butler.

Minutes submitted by: Colene Torres _____