



## HUMAN RESOURCES BOARD

Meeting Minutes  
Monday, December 05, 2011

### Opening:

The regular meeting of the Human Resources Board was called to order at 4:02 p.m. on Monday, December 05, 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  
Sonya Dew  
Woodie Rucker-Hughes  
Colene Torres  
Jeremy Hammond  
Rhonda Strout

### Excused Absence:

Bob Gordon

### Unexcused Absence:

### Guests:

Emilio Ramirez – Development Director  
Deisy Ruiz – Human Resources Specialist Trainee  
Samantha Miller – Sr. Office Specialist

**Public Comment Period:** Mary Shelton addressed the Board.

### A. Approval of November 07, 2011 Minutes

Approved: Woodie Rucker-Hughes  
Second: Erin House  
Ayes: All

### B. Agenda Items

#### 1. Departmental Presentation – Emilio Ramirez, Development Director

- A verbal overview of the Development Department was provided to the Human Resources Board by Development Director Emilio Ramirez.
- Mr. Ramirez indicated that the Department currently has fifty one (51) employees including a team of four (4) homeless outreach workers and an in house outreach coordinator.
- Director Ramirez informed the Board of the various projects that the Development Department is currently working on including the Festival of Lights.
- Development Director Emilio Ramirez indicated that he has boosted morale within the department by accommodating requests and providing employees with an opportunity to cross-train in other divisions within the department.

- 2. Volunteer Program Presentation – Deisy Ruiz, Human Resources Specialist Trainee and Samantha Miller, Sr. Office Specialist**
  - Human Resources Specialist Trainee Deisy Ruiz and Sr. Office Specialist Samantha Miller gave the Board a PowerPoint presentation on the Municipal Volunteer Program.
  - Ms. Ruiz and Ms. Miller informed the Board that the City hosts a Volunteer Recognition Ceremony twice a year for volunteers.
  - Senior Office Specialist Samantha Miller informed the Board that the City has a Municipal Internship Program and partners with La Sierra University, Riverside Community College, Cal Baptist University and University California Riverside.
  - Ms. Miller explained to the Board that that the Municipal Internship Program was designed for college and university students seeking work experience.
  
- 3. Human Resources Board Presentation to the City Council – Art Butler, Chair**
  - Deputy Human Resources Director Jeremy Hammond presented the Board with a draft copy of the PowerPoint presentation that will be presented to the City Council on February 28, 2012.
  - The Board recommended revisions that will be incorporated into a future draft.
  
- 4. Review of Human Resources Personnel Policies and Procedures – Jeremy Hammond, Deputy Human Resources Director**
  - Deputy Human Resources Director Jeremy Hammond presented the Board with one (1) policy for review and approval. The Policy presented was Rest and Meal Breaks (II-05).
  - Board Member Cynthia Baca motioned to approve the Policy 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 announced that the City Manager recruitment is complete and a selection has been announced.
  - The Board requested that City Manager Scott Barber be invited to January's Board Meeting.
  - Director Strout informed the Board that the Workers' Compensation audit is in the final phase.
  - Ms. Strout informed the Board that the Human Resources Department Recruitment and Selection Division will undergo a software transition from the applicant tracking system Sigma to NeoGov.
  - Human Resources Director Rhonda Strout indicated that the Citywide Get Fit Challenge will begin on January 18, 2012.
  - Ms. Strout informed the Board that the City has hired Ralph Andersen & Associates to conduct the Public Works Director recruitment.

**Next Meeting:** January 9, 2012, City Hall 5<sup>th</sup> floor large conference room.

**Adjournment:** Meeting was adjourned at 5:16 p.m. by Chair Arthur Butler.

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