



HUMAN RESOURCES BOARD

Meeting Minutes

Monday, December 3, 2007

Opening:

The regular meeting of the Human Resources Board was called to order at 4:01 p.m. on - 12/3/2007, in the City Hall 5th floor large conference room by Chairperson Erin House.

Present:

Ellie Bennett
Arthur Butler
Bob Gordon
Jeremy Hammond
Alanna Johnson
Erin House
Norman Powell
Jackalyn Rawlings
Woodie Rucker-Hughes (Arrived 4:06 p.m.)
Rosetta Runnels (Arrived 4:23 p.m.)
Rhonda Strout

Excused Absence:

N/A

Unexcused Absence:

Robin Treen

Guests:

Amy Haug, Senior Human Resources Analyst

Anthony Harris, Human Resources Analyst

A. Approval of Minutes

Approval of November 5, 2007 minutes.

Motion to approve: Art Butler

Second: Ellie Bennett

Ayes: All

B. Agenda Items

- Chairperson House recommended we start with item #6 on the agenda due to technical difficulties with the Power Point equipment that was needed for item #5 on the agenda.

6. Update: Employee Relations Record Keeping – Jackalyn Rawlings, HR Board Member

- HR Board Member Jackalyn Rawlings provided an update to the HR Board in regards to concerns the board had relating to record keeping procedures, as well as the process in which Human Resources retains their files.
- During the presentation Ms Rawlings:
 - Provided the attached worksheet that detailed how past statistical records are stored and how detailed data is kept.
 - Reviewed why the process can be lengthy, how each case is handled on an individual basis and how the data is broken down by grievance/department/and by guidelines of each union contract.
 - Ms. Rawlings reported the HR board should be proud of how cost efficient the department is handling their recordkeeping; It is all computerized, no paper, all the files were up-to-date.
 - Responded to Chairperson House's question regarding when was the system initiated; It was implemented earlier this year. The records are also for years prior to 2001.
 - Responded to Board member Rucker-Hughes' concerns on the statue of limitations on a grievance /complaint; it is done on a case by case basis depending on the incident and that some cases are still open, because of the complexity of the case.
 - Ms. Rawlings showed the worksheet and demonstrated how the information would be viewed by the public with certain information (i.e. names, addresses) blacked out. This was in response to board member Bennett's question regarding the information on the system that is available for public view and what type of information can be given out to the public.
 - Bob Gordon wanted to acknowledge all of Jackie Rawlings' hard work and effort that went into her presentation.

7. HR Director EEO information update – Rhonda Strout, Human Resources Director

- Rhonda Strout presented the board with statistics on the City of Riverside's Workforce profile. The Workforce Profiles were compiled into four categories:
 - City-wide, executive, management II and management I levels
 - City-wide permanent employees
 - City-wide workforce changes (2005-07)
 - City-wide comparison between Caucasian and minorities (2005-07)
- The board expressed concern how the graph was broken down. The Board asked if a chart can be developed with an overlay that would indicate attrition and retention within the profile as well as a bar graph that would show how each profile has changed within the past two years.
- Board member Bennett acknowledges the significant growth within the City and wanted to know the source of data which was used to compare.

5. Presentation on the City's Recruitment and Selection Process – Amy Haug, Senior Human Resources Analyst

- Recruitment Team Leader, Amy Haug presented a Power Point presentation and attachments on the recruitment and selection process which included:
 - Promotions within the department, and the new additions to support staff.
 - Attendance at job and career fairs were well attended, the most successful being the Jobs.com fair in Ontario, with over 2,000 people stopping by the booth.
 - The success of the on-line application website (On-line Employment Center) and the opportunity to accept electronic business cards, resumes and interest cards.
 - Ms. Haug addressed the concern of how long the information is kept on file. With all the information being on-line, information can be kept indefinitely and that HR will save as much as 164 reams of paper in a year.
- Amy Haug went on to speak about the department's mission to have a fair and equitable workforce.
- It was explained how each candidate is marked with a point system, by the information that is provided, within the application.
- Ms. Haug went on to explain how the supplemental questions come into play when it is essential to narrow down the candidate pool, and how the candidate's have to pass each step of the process before they can move on.
- Once final selection is made, a reference check and pre-employment procedure is started.
- Ms. Haug responded to the concern of the length of the application process which varies depending on the recruitment, which is handled on a case by case basis.
- Ms. Haug replied to the question that each analyst handles an average of 70 recruitments per year.

8. HR Board Calendar Planning for 2008 – Chairperson Erin House

- Chairperson House met with Rhonda Strout and staff to adopt a schedule to have City Departments do a presentation at the Board meetings in 2008. The information was emailed to all board members. All Board members concurred with the proposed schedule.

Next Meeting:

January 7, 2008, 4:00 p.m. City Hall 5th Floor large conference room.

Adjournment:

Meeting was adjourned at 5:10 p.m. by Chairperson Erin House.

Minutes submitted by:

Alanna J. Johnson

