



HUMAN RESOURCES BOARD

Meeting Minutes
December 4, 2006

Opening:

The regular meeting of the Human Resources Board was called to order at 4:36 pm on December 4, 2006, in the City Hall 5th floor large conference room by Chairperson Erin House. No quorum present, additional member expected to join shortly.

Present:

Deanna Brown
Erin House
Janis Leonard
Teresa McAllister
Woodie Rucker-Hughes
Rosetta Runnels
Rhonda Strout
Ofelia Valdez-Yeager

Absent:

Linda Ammeraal
Ellie Bennett
Bob Gordon

Community Members Present:

Eleanor Jean-Grier Academy:

Lolita Bernard
Miguel Cruz
Equilla Edwards
Hazel Lambert
Bennett Reid
Winsome Reid

Community member, Lolita Bernard, asked: "What does the Human Resources Board oversee?" Rhonda Strout responded that the Human Resources Board is two-fold. They serve as an advisory board to the Mayor and City Council. The Board reviews department information regarding morale, vacancies, etc., and brings any concerns to the Mayor and/or City Council.

A. Approval of Minutes

4. The agenda for November 6, 2006, was approved.

Motion to approve: Ofelia Valdez-Yeager

Second: Deanna Brown

All Ayes

4:39 pm: Woodie Rucker-Hughes arrived.

B. Open Issues

5. Member contact list.

Correction to Ofelia Valdez-Yeager's email address: remove ".ca," and new fax and phone number for Woodie Rucker-Hughes.

6. Human Resources Board Standing Rules.

Paragraph 6G: Change to read: "In the event of the occurrence of a vacancy of any officer, a new election shall be held for Vice Chair. If the Vice-Chair chooses not to remain Chair, for the balance of the term, a new election shall be held for Chair. In the event of the resignation or removal of any officer, a new election shall be held to fill the vacant office."

Moved to accept changes: Deanna Brown

Second: Woodie Rucker-Hughes

Paragraph 7A: Change new start time of Human Resources Board meetings to 4:00 pm, in City Hall, 5th floor large conference room.

Moved to accept changes: Rosetta Runnels

Second: Woodie Rucker-Hughes

Paragraph 7E: Change to read: "A Board meeting may be cancelled by the chair, due to a lack of a quorum, or special or emergency circumstances."

Moved to accept changes: Deanna Brown

Second: Woodie Rucker-Hughes

7. Review Departmental Presentation Guidelines Form.

Section VI.: Header change: Replace "Affirmative Action" with "EEO."

Section VI.I.: Add request for turnover rates for two (2) years ago, three (3) years ago, and five (5) years ago.

Section VII.4.: Add request for departmental sick leave hours for two (2) years ago, three (3) years ago, and five (5) years ago. Add three (3) columns to separate by average per person, by Management, and by Classified employees.

Rhonda Strout is to provide report on off-months. Provide a couple different "snapshots." Report by: 1) City-wide (Director Level and above); 2) Management Level I; and 3) Management Level II.

Motioned with changes: Deanna Brown.
Second: Ofelia Valdez-Yeager

5:17: Deanna Brown excused herself from the meeting.

8. Departmental Presentations.

Schedule of Departmental Presentations for January 2007 – November 2007 accepted.

Moved: Ofelia Valdez-Yeager
Second: Woodie Rucker-Hughes

9. Human Resources Director's Report.

In connection with Rhonda Strout's report on the Recruitment Division, the Board has asked Rhonda to explore the possibility of installing a scanner in the Human Resources lobby.

5:17: Rosetta Runnels excused herself from the meeting.

10. Propose new meeting start time.

This item was resolved in item #6, Paragraph 7A.

C. Agenda for Next Meeting

1. No items mentioned.

Next Meeting:

January 8, 2007, City Hall 5th floor large conference room.

Adjournment:

Meeting was adjourned at 5:37 pm by Chairperson Erin House.

Minutes submitted by: Janis L. Leonard _____