

HUMAN RESOURCES BOARD

Meeting Minutes
Monday, July 2, 2007

Opening:

The regular meeting of the Human Resources Board was called to order at 4:20 p.m. on 7/2/2007, in the City Hall 5th Floor large conference room by Chairperson Erin House.

Present:

Arthur Butler
Anthony Harris
Erin House
Norman Powell
Rhonda Strout
Robin Treen

Excused Absence:

Ellie Bennett
Bob Gordon
Woodie Rucker-Hughes

Unexcused Absence:

Rosetta Runnels

Introduction of new HR Board Member, Norman Powell

Introduction of new HR Deputy Director, Jeremy Hammond

Introduction of new Employee Relations Officer, Steven Espinoza

Guests:

Leonardo Gonzalez, Human Resources Manager

Amy Haug, Human Resources Analyst

Lori Meyers, Human Resources Specialist

A. Approval of Minutes

Approval of Monday, June 4, 2007 minutes.

Motion to approve: Robin Treen

Second: Art Butler

Ayes: All

B. Agenda Items

5. Department Presentation – Human Resources; Rhonda D. Strout, Director

- Rhonda presented the accomplishments and well as the status of current projects that are underway within of the various divisions within the Human Resources Department.
- **Benefits:** Rhonda pointed out the success of the “Catch the Bell at the City Stair Well” and explained that this program was designed and implemented to motivate employees to use the stairs while the elevators are being worked on in City Hall. Rhonda also mentioned that the “Lunch and Learn” sessions are continuing in their success. They are exploring options to launch an informative website that includes these areas. In addition, Phase I of the exit interview process has been completed and those results will be given to HR Deputy Director Jeremy Hammond on a monthly basis. It was mentioned that HR will be installing a “Leave Tracking System (iFLMA)”, that should be in place during the week of July 9th.
- Clarification was given as to who currently maintains tracking leave time. Benefits is currently handling that.
- **Classification and Compensation:**
- Online, fill-able separation forms have been developed. These forms will be completed and submitted electronically upon employment separation.
- The audit and reconciliation of 2600 active employee personnel files in Laserfiche has been completed.
- The HR Records Retention schedule has been revised and updated and a new process for microfilming permanent records has been implemented.
- Rhonda explained that HR will continue to work on the City-wide Classification and Compensation Study and explore implementation strategies by bargaining units. HR is also working on designing a work plan to implement all identified performance metrics in order to track, report, and measure various HR functions.
- HR will implement the negotiated salary increase effective 6/29/07 for SEIU, Management, Confidential, RPOA Supervisory, RPAA, RFCA and Fire Management.
- **Employee Relations**
- Steven Espinoza has been hired full-time as the Employee Relations Officer
- Steven will continue to build a strong centralized employee relations function in the HR department, as well as establish investigation guidelines/protocols for user departments.
- **Recruitment**
- In addition to attending several community events, Recruitment has developed and “Authorization for Employment References” form; Purchased and is currently using the Live Scan machine, which has 4 certified operators who have scanned 103 candidates to date and are experiencing a 48-72 hour response time from the Department of Justice.
- The Summer Youth Program had 198 applicants out of which 183 were qualified for the program. 139 interviews were conducted and 58 placements were made to 10 departments. All departments that requested summer youth workers received them.
- There were 3 volunteers in the HR Department who completed 452 of outstanding work.
- Currently the Recruitment staff is evaluating the clinics that we are using for physicals to assess efficiency, quality of care, cleanliness and overall value.
- Recruitment has been working to towards upgrading SIGMA (Applicant Tracking System) and expect that it be up and running before the end of July, 2007.

- **Training and Development**

- Internal Recognition programs have been implemented within HR and have had a great response and participation from the employees.
- The HR staff went on a retreat that was met with much success.
- The training division is currently updating the employee handbook, producing a web-based and hard copy; they are also proposing changes to the "Employee Service Awards" ceremony, possibly looking at different venue for the event as well as creating an enhanced gift and gift selection process.
- The training division is also looking at revising the City-wide training program, they have been assessing potential training partnerships with the County of Riverside, it was discussed that the City of Riverside wanted to keep the training of its' employees within the City, the program is still being assessed.

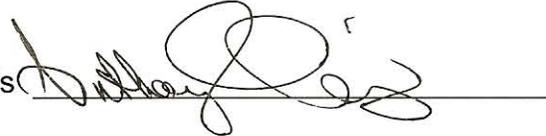
Adjournment:

Meeting was adjourned at 5:23 p.m. by Chairperson Erin House.

Next Meeting:

August 10, 2007, 5:00 p.m. City Hall 5th Floor large conference room.

Minutes submitted by: Anthony "Tony" Harris



A handwritten signature in black ink, appearing to read 'Anthony Harris', is written over a horizontal line. The signature is stylized and cursive.