



HUMAN RESOURCES BOARD

Meeting Minutes
Monday September 10, 2007

Opening:

The regular meeting of the Human Resources Board was called to order at 4:00 p.m. on 9/10/2007, in the City Hall 5th Floor large conference room by Chairperson Erin House.

Present:

Ellie Bennett
Arthur Butler
Bob Gordon (Arrived 4:03 p.m.)
Anthony Harris
Erin House
Norman Powell
Jackalyn Rawlings
Woodie Rucker-Hughes (Arrived 4:10 p.m.)
Rhonda Strout (Arrived 4:13 p.m.)

Excused Absence:

Unexcused Absence:

Robin Treen

Guests:

Jeremy Hammond, Deputy Director, Human Resources
Tedd Laycock, Fire Chief, Riverside Fire Department
Colleen Nicol, City Clerk
Mary Shelton, Riverside Resident

A. Approval of Minutes

Approval of Monday, July 2, 2007 minutes.

Motion to approve: Woodie Rucker-Hughes
Second: Norman Powell
Ayes: All

B. Agenda Items

1. Welcome and Introductions

- Colleen Nicol, swore in new HR Board member Jackalyn Rawlings.

2. Public Comment

- Riverside resident Mary Shelton sought clarification of how the City of Riverside and the HR Board handle complaints of discrimination.
- Chairperson House explained the correct process of filing a complaint. He stated that an employee should file a complaint through their respective bargaining unit.
- The resident was encouraged to bring issues to the HR Board. It was emphasized that the HR Board meetings are public meetings and that residents are always encouraged to attend. The resident was also admonished to exercise caution when making general statements regarding possible harassment issues.
- The resident was encouraged to talk to her peers and encourage them to document instances of perceived harassment as perceptions vary with individuals.

3. Department Presentation – Tedd Laycock

- Chief Laycock provided an EEO update for the Fire department.
- It was mentioned that the Fire department has just assigned their 2nd female Fire Chief.
- The Fire department is implementing Mentoring, Pre-Mentoring and succession programs for their crew.
- Chief Laycock commended the HR staff for their help and assistance.

4. Classification and Compensation update

- Deputy HR Director Jeremy Hammond provided an update on the Classification and Compensation Study.
- It was noted that the intent of the study was to ensure that employees were being treated fairly and they would be kept whole.
- The study decreased the number of classifications from 540 to 349 and at the time of the meeting, only 22 requests for review of classification change had been received, primarily from lower-level clerical staff.

5. Date for Public Hearing on Human Resources Policies and Procedures

- The HR Board set a date of October 22, 2007 for a public hearing of the Human Resources Policies and Procedures.

Adjournment:

Meeting was adjourned at 5:11 p.m. by Chairperson Erin House.

Next Meeting:

October 1, 2007, 4:00 p.m. City Hall 5th Floor large conference room.

Minutes submitted by: Anthony "Tony" Harris

