

PERSONNEL BOARD MEETING MINUTES

May 15, 2017

Human Resources Conference Room

1:30 p.m.

1. CALL TO ORDER – 1:38 P.M.

2. ROLL CALL

MEMBERS PRESENT:

Karen Alvord, Chair

Herbert Long, Board Member

Scott Holbrook, Board Advisor

Scott Olsen, Board Member

MEMBERS ABSENT: Truda Pauly, Vice-Chair, Charles Sandoval, Board Member

STAFF

Gayle Satchwell, Human Resources Director

Susan Schinnerer, Assistant to the Board

3. STAFF and/or BOARD MEMBERS REPORTS/COMMENTS

I. New Changes to the Personnel Code Section 3.02.040 – New Positions

HR Director Gayle Satchwell, HR Director, introduced the proposed change to the Personnel Rules which would allow the City Manager to temporarily add an additional management position to work concurrently with that same key position in the event of a retirement/resignation for no more than 6 months. This is for succession planning purposes for management positions only, and it has to be within the department's budget to do so. She used the current example of the Limited Term Utilities Director serving this same purpose. The position would be a regular and benefitted position. She noted that 40 people have retired this year, and 36% of the City's workforce is eligible to retire this year (they are 55 and over and have 5 years w/CalPERS), so the ability to plan for high-level vacancies is important.

Chair Karen Alvord wanted to know what would happen in the event that the staff members leaving/retiring rescinds their notice; HR Director Satchwell answered that their notices are "binding contracts," so that would not be possible.

Board Member Herb Long noted that as a department head, budgeting for these positions would be important.

Board Member Scott Olsen wanted to know what kind of strategic thought process went into this being for management positions only. HR Director Satchwell answered that this is a first step in the process for City-wide classifications. Since management changes don't have to go through the Meet and Confer process, the City is able to test it out to see if this provision is successful. The next step would be the other positions at the City.

Board Member Olsen also asked for and received clarification on the time period; it states in the rule revision that it's for a maximum of 6 months.

Board Member Long wanted to know if the Personnel Board did approve this change, when it would be in effect. HR Director Satchwell answered that it would go to the City Council meeting in June and would be effective the first pay period after the Council's approval.

Board Advisor Scott Holbrook clarified that this is an incumbent training program. He asked for and received clarification on how the positions are designated. He then suggested that the word "non-revocable" be added in section b. to emphasize that the employee's resignation is indeed non-revocable.

Board Member Olsen wondered if 6 months was enough time for succession/training, since with his own experience, higher level positions take longer to fill. HR Director Satchwell clarified that the 6 months doesn't include the recruitment period – the additional position has 6 months to be in the positions upon their selection, not when the position is opened.

Board Member Olsen also wanted to know if once the resignation from an employee is received, HR could begin the recruitment process. HR Director Satchwell confirmed, and added that the HR Manager could also have an ongoing list ready for recruitment.

Board Advisor Scott Holbrook suggested the use of the word "temporary" – but HR Director Satchwell noted that since these positions will have benefits, they are not temporary positions.

Board Member Olsen wondered about the scenario of a life changing event after someone turns in their notice to retire. Would there be a possibility to honor a request to stay? HR Director Satchwell noted that in such a case, they would still need to follow through with their retirement, and would possibly be able to unretire and pursue other opportunities within the City. There are varying opportunities.

Board Advisor Scott Holbrook suggested use of the word "interim" – which HR Director Satchwell explained as too risky as it presented a recruitment issue. It's a regular position, and all regular positions have a 1 year probation period.

Chair Alvord suggested that we take a vote and add the term "Non-revocable" as suggested earlier in Section b., before the describe the employee's resignation/retirement.

Board Member Long motioned, Board Member Olsen seconded.

The Board unanimously approved the change to the Personnel Rules. *Amended motion: After the original change was approved, the Board added a second "Non-revocable" – in the second to last paragraph, also describing the status of the employee's resignation.

4. Next Meeting

The Board decided to cancel the June 12 meeting. Most likely there will be no July or August meeting but that will be determined at a later date.

5. ADJOURNMENT – 1:55 P.M.

Respectfully submitted,



Susan Schinnerer

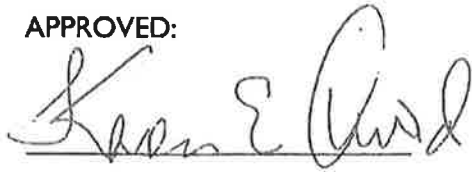
Assistant to the Board

6/15/17

Date

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APPROVED:

A handwritten signature in cursive script, appearing to read "Karen E. Alvord", written over a horizontal line.

Karen Alvord
Chair

A handwritten date "6/14/17" written in a simple, blocky style over a horizontal line.

Date