

MINUTES

Board of Supervisors Human Resources Committee

Board of Supervisors
County of Monterey

April 19, 2017 - 10:30 a.m.

Government Center, 168 W. Alisal St., 2nd Floor, Monterey Room

Attendees: Supervisor Luis Alejo, Supervisor Jane Parker, Lynn Alig, Margarita Arista, Julie Aulenta, Eric Chatham, Paulette Clark, Nairi Davis, Jay Donato, Shawne Ellerbee, Rene Elizondo, Irene Espinoza, Javier Gomez, Linda Gonzalez, Manny Gonzalez, Sunny Haight, Jan Holmes, Ariana Hurtado, Julie James, Elsa Jimenez, Kim Moore, Brette Neal, Suzanne Paluck, Marcia Parsons, Cheryl Pirozzoli, Ginger Ramirez, Irma Ramirez-Bough, Kelly Roberts, Amy Rodriguez, Wendell Sells, Bruce Suckow, Melissa Zamora

I. Call to Order

Meeting was called to order at 10:41 a.m.

II. Additions and Corrections

Action: None given.

III. Public Comment

Jay Donato, SEIU, stated that during the Board of Supervisors meeting, he presented a copy of draft policies that the County is working on. He would like this committee to move forward in finalizing those policies. He also stated that on March 5, 2015 Harry Gamotan had asked if this committee would be continued to be staffed when James May retired and he stated that because the meeting convened two years later, the answer is no.

IV. REGULAR AGENDA:

Action Items:

1. Elect the Chair of the BOS Human Resources Committee

Action Item: By consensus and acclamation, the Committee approved Supervisor Jane Parker as Chair of the BOS Human Resources Committee.

2. Approve Minutes of the March 5, 2015 BOS Human Resources Committee Meeting

Action Item: By consensus and acclamation the Minutes of March 5, 2015 are approved.

3. Approve Minutes of the April 9, 2015 BOS HR Special Committee Meeting

Action Item: By consensus and acclamation the Minutes of April 9, 2015 are approved.

4. Approve the 2017 BOS Human Resources Committee Meeting Schedule

Action Item: By consensus and acclamation the 2017 meeting schedule are approved.

Information Items:

1. Received an Oral Report on the History and Overview of the County Human Resources Structure.

Irma Ramirez-Bough stated that she is meeting with the departments that are not centralized. HR had conducted a staff resource analysis of centralization and is pending direction. HR is in the process of drafting a Standard Operating Procedures manual and a Recruitment and Examination manual. The Employee Relations manual is in its final stages of review. HR management will be updating the Human Resources strategic plan and will also complete a comprehensive review

of the county's classification and compensation system including updating the compensation philosophy.

Supervisor Alejo stated that before all the policies are finalized that it is important to get feedback from departments. Ms. Ramirez-Bough agreed.

Supervisor Parker inquired if retention, promotion and equal opportunity goals are incorporated into the Recruitment and Examinations procedures manual. Ms. Ramirez-Bough indicated that the manual would direct staff to do focus on outreach to attract women and minorities, protected veterans and people with disabilities. She also indicated that the Recruitment and Examinations manual is a tool used by the analysts as a "how to" manual.

Supervisor Parker also wanted to ensure that interview panels are diverse and include, women, minorities, veterans and people with disabilities. Ms. Ramirez-Bough relayed that the Recruitment and Examinations procedures manual would cover that process and it will be communicated to staff that the job postings not meeting utilization would need to continue to be submitted to the Equal Opportunity office for review before posting.

Supervisor Parker also inquired whether the Recruitment and Examination procedures manual is compatible with Merit System processes. Ms. Ramirez-Bough confirmed it is comparable.

Supervisor Parker inquired about the Return to Work Policy. Ms. Ramirez-Bough indicated that the County does not have such a policy in place however HR works closely with Risk Management when an individual is out on leave. There have been discussions on obtaining a Return to Work Coordinator who would manage the Return to Work Program.

Supervisor Alejo believes that policies are a vital part of an organization. The goal is to reduce HR related litigations. County departments are seen to be held at a higher standard so he would like to see that this institution is fair, consistent and provides good customer service. He is also making sure that we are consistent with employee reviews whether they are probationary or part time employees.

VI. NEW BUSINESS/AGENDA ITEMS FOR FUTURE MEETINGS

- Violence Prevention Policy
- Trainings – What are available, what are required, frequency of required trainings
- Implementation plans of updated policies
- Succession planning

VII. ADJOURNMENT

Meeting adjourned at 11:30 a.m.