

MEETING AGENDA

City of Huntington Beach
PERSONNEL COMMISSION
Wednesday, June 17, 2009
Civic Center, Room B-8
5:30 P.M.

1. CALL TO ORDER

Commissioners: Gooch, Hunt, Barton, Garner, Bush, Clemens, Lipson

Staff Liaison: Paul Emery, Deputy City Administrator

Also present:

Michele Carr, Secretary to the Personnel Commission/ Director of Human Resources
Sandy Henderson, Administrative Aide

2. PLEDGE OF ALLEGIANCE

3. RECOGNITION OF DAN GOOCH AND MATT HUNT FOR THEIR SERVICE TO THE PERSONNEL COMMISSION

4. PUBLIC COMMENTS

The Personnel Commission welcomes public comments on all items on this agenda or of community interest. We respectfully request that this public forum be utilized in a positive and/or constructive manner. Please focus your comments on the issue or problem that you would like to bring to the attention of the Personnel Commission. Negative comments directed at individuals are not acceptable.

Three (3) minutes per person. Time may not be donated to others. No action can be taken by the Personnel Commission on this date unless agendaized. This is the time to address the Personnel Commission regarding items of interest or on agenda items other than public hearings.

5. APPROVAL OF MINUTES

Meeting of January 21, 2009

6. COMMISSION GOALS FOR THE COMING YEAR

This item has been placed on the agenda at the request of the Personnel Commission Chair

7. LABOR RELATIONS UPDATE

- SCLEA

8. SECRETARY'S REPORT

- Position Vacancy Report

9. COMMENTS FROM COMMISSIONERS

Announcements, brief report regarding Commissioner activities, ask questions for clarification, request information from Staff, direction to Staff regarding a future agenda item or for the provision of information for a future meeting.

10. INFORMATION ITEMS

Grievance Report – February, March, April, May, and June 2009

11. ADJOURNMENT

Meeting adjourned to the next regularly posted meeting of July 15, 2009.

ITEM # 5

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Pending approval by Personnel Commission at the meeting on 3/18/09
(These minutes are not verbatim. A recording of the meeting is available in the Human Resources Division, lower level of City Hall, for one year following meeting date.)

CALL TO ORDER

Chairperson Barton called the Commission meeting to order at 5:30 PM.

ROLL CALL

Commissioners present: Barton, Bush, Clemens, Gooch, Hunt and Lipson
Commissioners absent: Garner
Others Present: Michele Carr, Director of Human Resources
JoAnn Diaz, Principal Human Resources Analyst
Sandy Henderson, Administrative Aide

PUBLIC COMMENTS

None

APPROVAL OF MINUTES

A motion was made by Commissioner Bush and seconded by Commissioner Gooch to approve the minutes for the December 17, 2008 meeting (passed 4:0:1 Hunt; Barton abstain).

PUBLIC HEARING

None

COMMISSION GOALS FOR THE COMING YEAR

Discussion ensued regarding the goal to review the Constructive Action Plan. Michele Carr, Director of Human Resources, will work with Commissioner Gooch to begin a draft showing proposed changes. Commissioner Gooch suggested meeting with MEA representatives early in the review process. Ms. Carr responded that she has monthly meetings with MEA, POA and MEO groups where such items can be discussed.

LABOR RELATIONS UPDATE

Ms. Carr reported there are no updates from SCLEA. Negotiations with SCLEA are on hold until they notify the City that they want to resume bargaining.

SECRETARY'S REPORT

Ms. Carr noted that the vacancy report reflects the current hiring freeze. She responded to the Commissioners questions stating the hiring freeze is across the board with the exception of negotiated positions required by MOU. She also explained departments have latitude to request exemption from the City Administrator. There are currently no furloughs, layoffs, holiday schedule changes or modification of negotiated MOU provisions planned. Each department has been requested to cut 2% from their

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operating budget which will be channeled into a non-departmental account as a safety cushion.

COMMENTS FROM COMMISSIONERS

Chair Barton suggested that meetings are cancelled if the agenda is light. Commissioner Hunt recommended that if there are not any action items, the meeting can be deferred. A motion was made by Commissioner Gooch and seconded by Commissioner Lipson to leave it to the discretion of the Chair and Ms. Carr whether to defer the meeting (passed 6:0:1).

Chair Barton inquired on the frequency of payment of the Personnel Commission stipend. Sandy Henderson, Administrative Aide, responded the payment was previously paid quarterly but will now be paid annually.

Commissioner Lipson congratulated the City on winning the Mayor's Award for the Rose Parade float. He also inquired what percent of employees completed the ethics training. Ms. Carr responded that all employees' are not required to attend; only those classification that have a need to file a Form 700. She will obtain the data from the City Attorney's office. Discussion ensued regarding the validity of on-line or taped ethics training and whether these meet the same requirements.

Commissioner Hunt thanked staff for the holiday card and centennial pin.

Commissioner Clemens wished everyone a happy new year.

INFORMATION ITEMS

Ms. Carr reported the appeal hearing that began in October 2008 will continue with additional proceedings in February 2009.

ADJOURNMENT

The meeting adjourned at 6:00 PM to the next regularly scheduled meeting of February 18, 2009.

ITEM # 6

Goals for the Personnel Commission & Staff

1. Continue to recruit qualified applicants and provide timely eligibility lists to the hiring authority.
2. Conduct job description reviews on a three year cycle to ensure meeting changing needs of the City.
3. Develop new classifications to meet changing needs of the City.
4. Review and update the Personnel Rules to improve, clarify and keep current with changes in the State and Federal Laws as well as the needs of the City.
5. Design and conduct a Personnel Commission Orientation during the calendar year of 2008.



Goal completed October 2007

6. Review Administrative Regulation 413: Constructive Action Plan (CAP) – Disciplining Alternative program.

ITEM # 8

**REPORTS WILL BE PROVIDED AT
COMMISSION MEETING**