

Memorandum
A G E N D A
ITEM NO. _____

DATE October 20, 2015

CITY OF WEST COVINA
HUMAN RESOURCES COMMISSION MEETING
SUMMARY OF ACTIONS OF THE REGULAR MEETING
OF THE HUMAN RESOURCES COMMISSION JUNE 10, 2015

MEETING CALLED TO ORDER: _____ 6:38 PM _____

I. PLEDGE OF ALLEGIANCE _____ Commissioner Torres _____

II. INVOCATION _____ Commissioner Pando-Umaging _____

III. ROLL CALL

Commissioners Present: _____ Blakely, Torres, Montes, Pando-Umaging _____

Commissioners Absent: _____ Villaloboz _____

Staff Present: _____ Carl Crown, Bob Franco, Edward Macias, Rachel _____

_____ Hirota, Eva Sahagun, Jason Briley _____

_____ Edward Kreisberg – Attorney, Meyers Nave _____

_____ Nikita Soukonnikov – Labor Representative, CEA _____

IV. ORAL COMMUNICATIONS

A. Agenda Items

At this time the Human Resources Commission will receive comments on any agenda item. Anyone wishing to address the Human Resources Commission on an item on the agenda should come forward when requested by the Chairperson and state your name and address for the record. Comments pertaining to agenda items will be addressed by the Human Resources Commission at the time the agenda item is considered.

B. Non-Agenda Items

This is the time when any member of the public may bring a matter to the attention of the Commission that is within the scope of duties assigned to the Commission. The Ralph M. Brown Act limits the Human Resources Commission and staff's ability to respond to comments on non-agendized matters at the time such comments are made. Thus, your comments may be agendized for a future meeting or referred to staff. The Commission may discuss or ask questions for clarification, if desired, at this time.

V. CLOSED SESSION

PERSONNEL ACTION

**Determination of Commission Jurisdiction in Personnel Matter
Pursuant to Personnel Rules, Rule XV
One Matter**

Commissioner Torres reconvened at 8:25 PM. Torres stated that determinations had been made and that a summary of the determinations would be provided in the meeting through their Attorney Edward Kriesberg and the Commission would follow up with a formal written ruling.

Vehicle – The Commission does not have Jurisdiction as issue is not a proper grievance. The allegation is not retaliation for having brought forward a complaint.

Assignment of Office – The Commission does have Jurisdiction to hear the allegation as it is a proper grievance.

Evaluation (Scores) – Commission does not have Jurisdiction as Personnel Rule Section 8.6, B provides a process for contesting evaluations and culminates with the City Manager.

Evaluation (Timing) – Commission does not have Jurisdiction as Personnel Rule Section 8.6, B provides a process for contesting evaluations and culminates with the City Manager.

VI. APPROVAL OF SUMMARY OF ACTIONS

Regular Meeting of February 11, 2015

Motion by Montes seconded by Blakely to approve the Summary of Actions of the regular meeting of February 11, 2015. Motion carried 3 – 0; 1 abstain (Pando-Umaguing).

Special Meeting of April 29, 2015

Motion by Montes seconded by Pando-Umaguing to approve the Summary of Actions of the special meeting of April 29, 2015. Motion carried 3 – 0; 1 abstain (Blakely).

Special Meeting of May 13, 2015

Motion by Pando-Umaguing seconded by Blakely to approve the Summary of Actions of the special meeting of May 13, 2015. Motion carried 3 – 0; 1 abstain (Montes).

VII. ACTION ITEMS TO CITY MANAGER/CITY COUNCIL - NONE

VIII. INFORMATIONAL - Monthly Reports

Recruitment Status Report – February 2015, March 2015, April 2015 and May 2015

These reports provide recent recruitment activity.

IX. STAFF REPORTS/DISCUSSION

Consideration to amend the Personnel Rules and Municipal Code relating to Employer/Employee Relations.

Consideration of draft Internship Policy for review and discussion.

X. COMMISSION'S COMMENTS

XI. ADJOURNMENT

Motion by, Torres to adjourn the meeting at 8:49 PM to the next regular meeting of the Human Resources Commission on Wednesday, August 12, 2015 at 6:30 P.M. in the Management Resources Center, Room 314. Motion carried 4-0.