



**CITY OF WEST COVINA
HUMAN RESOURCES COMMISSION**

**TUESDAY MAY 10, 2016, 6:00 PM
SPECIAL MEETING**

**CITY HALL
CITY MANAGER'S OFFICE, CONFERENCE ROOM 305
1444 W. GARVEY AVENUE SOUTH
WEST COVINA, CALIFORNIA 91790**

**Chairman Henry Torres
Commissioner Doran Barns
Commissioner Ian Jones
Commissioner Gayle Mason
Commissioner Ashley Rozatti**

AMERICANS WITH DISABILITIES ACT

The City complies with the Americans with Disabilities Act (ADA). If you will need special assistance at Commission meetings, please call (626) 939-8450 (voice) or (626) 960-4422 (TTY) from 8:00 AM to 5:00 PM Monday through Thursday. Do call at least one day prior to the meeting date to inform us of your particular needs and to determine if accommodation is possible. For sign language interpreter services at Commission meetings, please request no less than two working days prior to the meeting.

AGENDA MATERIAL

Agenda material is available for review at the City Clerk's Office, Room 317 in City Hall, 1444 W. Garvey Avenue South, West Covina and at www.westcovina.org. Any writings or documents regarding any item on this agenda, not exempt from public disclosure, provided to a majority of the Commission that is distributed less than 72 hours before the meeting, will be made available for public inspection in the City Clerk's Office, Room 317 of City Hall located at 1444 W. Garvey Avenue South, West Covina, during normal business hours.

PUBLIC COMMENTS
ADDRESSING THE HUMAN RESOURCES COMMISSION

Any person wishing to address the Commission on any matter listed on the agenda or on any other matter within their jurisdiction should complete a speaker card and submit the card to the Commission Secretary.

Please identify on the speaker card whether you are speaking on an agenda item or non-agenda. Requests to speak on agenda items will be heard prior to requests to speak on non-agenda items. All comments are limited to five (5) minutes per speaker.

Oral Communications may be limited to thirty (30) minutes, unless speakers addressing agenda items have not concluded.

**AGENDA
CITY OF WEST COVINA
HUMAN RESOURCES COMMISSION
TUESDAY MAY 10, 2016, 6:00 PM
SPECIAL MEETING**

INVOCATION

PLEDGE OF ALLEGIANCE

ROLL CALL

Commission Roll Call

CHANGES TO THE AGENDA

ORAL COMMUNICATIONS – Five (5) minutes per speaker

Please step forward and state your name and city of residence for the record when recognized by the Chairman.

CLOSED SESSION

PERSONNEL ACTION

Pursuant to Government Code Section 54957

- 1) Industrial Disability Retirement Determination – Police Officer
- 2) Termination Appeal – Firefighter/Paramedic

REPORTING OUT FROM CLOSED SESSION

GRIEVANCE – Review and Determination of Grievance filed by Fire Captain

3) Grievance – Fire Captain

Staff recommends that the Human Resources Commission deny the grievance.

Motion by _____ seconded by _____ to _____ the grievance filed by the Fire Captain. Motion carried _____.

APPROVAL OF SUMMARY OF ACTIONS

4) Regular Meeting of April 13, 2016

Motion by _____ seconded by _____ to _____ the Summary of Actions of the Regular Meeting of April 13, 2016. Motion carried _____.

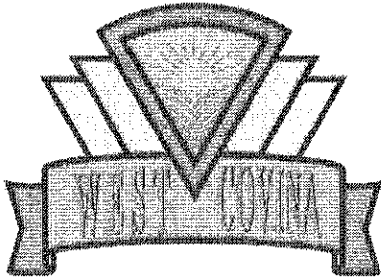
ACTION ITEMS TO CITY MANAGER/CITY COUNCIL

STAFF REPORTS/DISCUSSION

COMMISSIONER COMMENTS

ADJOURNMENT

Next Regular Meeting is scheduled for June 8, 2016



City of West Covina
Human Resources Commission

CONFIDENTIAL

Memorandum

ITEM NO. 4

DATE May 10, 2016

**CITY OF WEST COVINA
HUMAN RESOURCES COMMISSION MEETING
SUMMARY OF ACTIONS OF THE REGULAR MEETING
OF THE HUMAN RESOURCES COMMISSION APRIL 13, 2016**

MEETING CALLED TO ORDER 6:42 pm

INVOCATION Commissioner Torres

PLEDGE OF ALLEGIANCE Commissioner Torres

ROLL CALL

Commissioners Present: H. Torres, D. Barnes, A. Rozatti, G. Mason, I. Jones
Commissioners Absent: None
Staff Present: T. Bokosky, E. Macias, E. Sahagun, Atty. D. Straatsma

Introduction of new Human Resources Commissioner Gayle Mason

Commission Roll Call

CHANGES TO THE AGENDA

None

ORAL COMMUNICATIONS – Five (5) minutes per speaker

Please step forward and state your name and city of residence for the record when recognized by the Chairman.

None

CLOSED SESSION

PERSONNEL ACTION

Pursuant to Government Code Section 54957

- 1) Police Officer - Industrial Disability Retirement Determination
- 2) Firefighter/Paramedic - Industrial Disability Retirement Determination
- 3) Fire Engineer - Industrial Disability Retirement Determination

REPORTING OUT FROM CLOSED SESSION

At 6:57 pm the Human Resources Commission recessed into closed session to discuss item No. 1, the disability retirement of a Police Officer. The Human Resources Commission was provided a staff report, and after discussion the Commission approved the disability retirement for a retired Police Officer by unanimous vote.

Discussed item No. 2, the disability retirement of a Firefighter/Paramedic. The Human Resources Commission was provided a staff report, and after discussion the Commission approved the disability retirement for a retired Firefighter/Paramedic by unanimous vote.

Discussed item No. 3, the disability retirement of a Fire Engineer. The Human Resources Commission was provided a staff report, and after discussion the Commission approved the disability retirement for a retired Fire Engineer by unanimous vote.

APPROVAL OF SUMMARY OF ACTIONS

- 4) Special Meeting of February 10, 2016

Motion by Rozatti seconded by Jones to approve the Summary of Actions of the Special Meeting of February 10, 2016. Motion carried 4 – 0 – 1. (Mason Abstained)

ACTION ITEMS TO CITY MANAGER/CITY COUNCIL

- 5) Approval of new position classifications.

Code Enforcement Supervisor

Motion by Jones seconded by Barnes to approve the new class specification for Code Enforcement Supervisor. Motion carried 5 – 0.

Reprographics Coordinator

Motion by Jones seconded by Mason to approved the new class specification for Reprographics Coordinator. Motion carried 5 - 0.

STAFF REPORTS/DISCUSSION

6) Employer - Employee Relations Resolution

It is recommended that Commission provide input to staff.

Next step includes presentation of Employer – Employee Relations Resolution to each Association for feedback and comments.

COMMISSIONER COMMENTS

Commissioner Torres commended and thanked staff for their recent work.

Commissioner Jones suggested using the roll call method in order to document votes.

ADJOURNMENT

Motion by Torres to adjourn the meeting at 7:26 P.M., to the next special meeting of the Human Resources Commission on May 4, 2016 at 6:00 P.M. in the Management Resources Center, Room 314.