

AGENDA  
REGULAR MEETING  
BOARD OF DIRECTORS

EAST BAY REGIONAL PARK DISTRICT

Tuesday, August 9, 2016

C. BUSINESS BEFORE THE BOARD

7. BOARD COMMITTEE REPORTS

- a. Board Executive Committee (7/1/2016) \_\_\_\_\_ (Siden)

Present

Board: Doug Siden (Chair), Whitney Dotson, Beverly Lane

Staff: Ana Alvarez, Becky Pheng, Sukari Beshears, Carol Victor, Jim O'Connor

Public: Justin Neville (Local 2428)

The meeting was called to order at 12:40 p.m.

I. Human Resources Department Overview

Sukari Beshears, Human Resources Manager, presented this agenda item.

Ms. Beshears opened the presentation by highlighting the Human Resources Department's (HR Department) vision, mission, and values. The vision of the HR Department is to provide an innovative workplace that fosters equality and professional growth to support the District's vision and mission. The HR Department's service areas consist of:

1. Employer-employee relations,
2. Employer services,
3. Workforce development,
4. Equal employment opportunity,
5. Classification and compensation, and
6. Benefits administration.

An organization chart was presented to show current HR Department staff. The HR Department has a total of nine staff, with two vacant positions—Office Assistant and HR Analyst.

Ms. Beshears showed a chart of current vacancies in the District. The vacancies are broken down by work unit. This data is provided to the Deputy General Manager on a monthly basis and is used for budgeting and planning purposes.

Over the past 2 ½ years, the District has seen an increase in retirements. This is partly due to the retirements of “baby boomers.” In 2014, the District saw the highest number of retirements—35 employees. By the end of 2016, staff anticipates approximately 30 employees will retire. The Benefits Manager, Ms. Adora Nnoruka, processes all retirements. Besides providing benefits-related assistance to current District employees, Ms. Nnoruka also provides assistance to 450 retirees. This includes processing paperwork and payments, and assisting families in a loss.

The HR Department has seen an increase in recruitment over the past several years. This is due to retirements and an increase in the workforce. Ms. Beshears talked about new hires and promotions of supervisors, managers, and confidentials. In 2015, the District had the highest number of promotions at the supervisor and management level. HR staff works with each individual department to analyze staffing needs, including a review and analysis of vacancies to ensure the position meets the current and future goals of the District.

Director Beverly Lane expressed her interest about the District’s internship program, and requested that Ms. Beshears provide more information at a future meeting. She also inquired about training for new supervisors and importance of sharing information and history of a park to the new park supervisor. Ms. Beshears commented that the HR Department offers educational trainings to employees. For supervisors, the District has an annual supervisors’ academy, and requires all new supervisors and managers to attend training on District policies and procedures. Director Lane also commented on the proposed vision and mission for the Human Resources Department by encouraging staff to consider “excellence” as a qualifier and goal.

Director Whitney Dotson commented on the importance of job training and the need to invest in our current workforce.

Director Doug Siden commented that the District should recognize current interns at a Board meeting. He also commented on the importance of a hiring good, qualified people to work at the District.

Dr. Ana Alvarez, Deputy General Manager, noted that Ms. Beshears will be providing the Committee with regular updates on Human Resources topics; and thanked the Committee for their feedback and comments

Recommendation: None. This was an informational item.

## 2. Open Forum for Public Comments

None.

3. Board Comments

None.

There being no further business, Committee Chair Doug Siden declared the meeting adjourned at 1:35 p.m.

Respectfully submitted,

Becky K. Pheng