

**CITY OF NORTH LAS VEGAS
SPECIAL CITY COUNCIL MEETING MINUTES**

November 5, 2008

CALL TO ORDER

4:36 P.M., Council Chambers, 2200 Civic Center Drive, North Las Vegas, Nevada

ROLL CALL

COUNCIL PRESENT

Mayor Michael L. Montandon
Mayor Pro Tempore William E. Robinson
Councilwoman Shari Buck
Councilwoman Stephanie S. Smith
Councilman Robert L. Eliason

STAFF PRESENT

City Manager Gregory E. Rose
Assistant City Manager Sam Chambers
Assistant City Manager Maryann Ustick
City Attorney Carie Torrence
City Clerk Karen L. Storms
Fire Chief Al Gillespie
Human Resources Director Joyce Lira
Police Chief Joe Forti
Assistant to the City Manager Michelle Bailey-Hedgepeth
Business License Manager Lana Hammond
Assistant City Clerk Anita Sheldon

VERIFICATION

Karen L. Storms, CMC
City Clerk

BUSINESS

1. PRESENTATION, DISCUSSION AND/OR DIRECTION REGARDING THE DIVERSITY AND INCLUSION WORK PLAN.

Human Resources Director Joyce Lira explained that as part of the City Manager's Work Plan for Fiscal Year 2008-2009, Human Resources was asked to develop a Diversity Plan. The proposed plan would review different levels of diversity such as multi-cultural, generational gaps, race and gender. Director Lira explained there would be a five-strategy plan that would cover the mentioned areas in terms of education, enhancing what has been done and building it into the process.

Dr. Shelia Thompson, Human Resources Volunteer Coordinator, gave an overview of the diversity plan which included defining diversity and inclusion, a look at the business case, holistic approach, strategies, what's in it for me?, global perspective and conclusion. Dr. Thompson explained the objective was to generate awareness. Diversity referred to demographic differences between individuals and groups. Inclusion referred to attracting and inspiring greater talent and listening to everyone's voice and opinions. According to the U.S. Department of Labor, the labor force was rapidly changing. Asians and Hispanics were entering the work force at a more rapid rate than any other ethnic group. The City wanted to enhance employee appreciation and maximize creativity and productivity. Diversity and inclusion, according to research, gave an organization a competitive edge. Over 60% of today's organizations had diversity and inclusion plans. Dr. Thompson explained that without diversity and inclusion plans there was low morale, negative publicity, litigation, bad reputation, costs for training new employees and benefit packages for new employees. Inclusive workplaces encouraged employee loyalty. The Human Resources Department decided to take a holistic approach to diversity and a strategic plan was developed. Plans were to administer pre and post assessments, garner effective methodologies, benchmark and study best practices, conduct research, gather data and propose a kick-off for diversity and inclusion for employees in May 2009. Dr. Thompson reviewed the strategies. Strategy One was to define diversity/inclusion and present a business case for respecting diversity/inclusion, train and educate workforce via dialogues and training and recruit an internal diversity/inclusion committee. Strategy Two included drafting a work plan, developing a diversity/inclusion policy and building inclusion into all Human Resources recruitment processes. Manuals and brochures would be developed along with post and pre-assessments. Strategy Three would be training of trainers so employees could train other employees, assure that hiring panels are diverse and inclusive and recruit external members for community diversity inclusion committees. Strategy Four included writing a policy to train volunteers to mentor interns and youths, draft proposals to support volunteer/mentor/diversity programs and plan annual recognition event for volunteers/mentors. Strategy Five would be to continue to build inclusion into all City processes, tracking progress efforts and transition into an inclusion replication model online.

Dr. Thompson explained the five biggest workplace challenges stemming from greater ethnic/racial diversity were the need for tolerance by employees of different backgrounds, need for training/retraining, diversity training, employee stress and cooperation among employees.

Dr. Thompson explained that diversity and inclusion embodied the City's Core Values and Mission Statement and impacted hiring, recruiting and retention. On the Global Perspective managing diversity and inclusion required an ongoing organizational commitment. Baby boomers worked longer which added age diversity. Dr. Thompson suggested that the City have a motto stating the City of North Las Vegas embraced diversity and inclusion. The motto would be written on documents in the Human Resources Department for recruitment and public outreach. Dr. Thompson requested approval and support of the plan.

Mayor Pro Tempore Robinson thanked Staff for developing the proposed plan and suggested a budget for the plan.

Councilwoman Buck questioned the estimated cost of the plan. Dr. Thompson explained the training would be done in-house as new employees were hired. The training would also be integrated into supervisor academies. Director Lira explained money would be initially shifted around with plans to build the program incrementally within the training budget. She explained that \$25,000 would be devoted to the program within the next year. No outside consultants would need to be hired. City Manager Rose explained the approach to implement a new program had been to crawl, walk and run. He felt it would be better to start slowly. City Manager Rose explained it was recommended to begin the process of training employees and let the program grow over time.

Councilwoman Buck questioned why this topic was brought forward. She questioned whether employees were leaving the City because they did not feel included or feel the City was diverse. City Manager Rose explained the subject was requested by the City Council. Councilwoman Buck asked if the purpose was to help employees feel more included and part of a team. Director Lira explained there was diversity within the City but needed to improve upon the awareness and importance of bringing rich cultures together and build on them. City Manager Rose explained that it was more tolerance or acceptance and felt the program was more for understanding of the differences whether cultural or disability. Councilwoman Buck questioned whether this would affect hiring. Director Lira explained this had nothing to do with Equal Employment Opportunity or numbers but looked at different options. It would impact hiring because there would be assurance of diverse panels on hiring process and outreach into diverse communities. City Manager Rose explained that the program was not intended to create a quota system. Dr. Thompson explained one of the biggest myths about diversity was the confusion with Equal Employment Opportunity Committee and people were hesitant to adopt the program.

Councilwoman Smith was concerned about economics and felt it was poor timing, adding more costs and diluting worker's time. She felt that pulling people from their jobs for training would have an impact on the effectiveness of the City.

Mayor Pro Tempore Robinson explained the City was a melting pot and if the City Council did not show that they were willing to deal with diversity from a racial or other perspective, then the City was sleeping through a revolution.

Councilman Eliason questioned the impact on the training budget if money was shifted for the program. Director Lira explained there was money in the training budget for diversity and she was going to try to implement the program on a smaller scale. Director Lira explained that the program could be done voluntarily.

ACTION: STAFF DIRECTED TO MOVE FORWARD SLOWLY AND APPRISE COUNCIL, IN THE CITY MANAGER'S REPORT, WHEN BENCHMARKS ARE MET

2. DISCUSSION, DIRECTION AND/OR ACTION REGARDING AMENDMENTS TO THE 2008-2009 STAFFING PATTERN.

Human Resources Director Joyce Lira explained that the staffing pattern recommendations were to change an existing Police Office Manager, grade 18 to a new title, Administrative Assistant because the previous position was performing supervisory duties that were eliminated. The position would be a downgrade and would result in a cost savings. The other amendment was to reassign an appointed position to the Teamster Administrative bargaining unit. It was reviewed with Teamsters, who concurred.

Mayor Montandon questioned whether the Executive Secretary was the same position. Police Chief Joe Forti explained the position was currently occupied by the Police Chief's Executive Secretary. The position would be changed to an Executive Secretary and reassigned to the Assistant Chief of Police's secretary. Chief Forti explained when Chief Paresi was hired, he created an Office Manager position in the office of the Chief of Police. This position did not exist prior to his hire. When Chief Forti was appointed he felt there was no need for an Office Manager since this position managed two people, one who reported to Assistant Chief Chronister and the other to Al Noyola. The reason was to have the position of Administrative Assistant remain as an appointed position. The Executive Secretary position, Teamster, created a career path for the people currently in the Police Department.

Mayor Pro Tempore questioned the status of the other Administrative Assistants that were under other Assistant Chiefs. Chief Forti explained they were Senior Office Assistants. Mayor Pro Tempore Robinson questioned whether the Executive Secretary position would create friction among the others. Chief Forti explained the level of responsibility increased with each position. The Deputy Chief responsibility was less than the Assistant Chief of Police. Mayor Pro Tempore Robinson questioned why Al Noyola had a Senior Office Assistant. Chief Forti explained Al Noyola was in charge of the Services Division of the Police Department which was a large division with a large volume of work, including personnel and budget issues.

Councilwoman Smith questioned whether this was a philosophical restructuring or done for specific individuals. Chief Forti explained it was a good plan for a career path and upward mobility. He also explained that people were already in these positions. Assistant Chief Chronister's person would become the Executive Secretary and the Chief's secretary would become the Administrative Assistant. Councilwoman Smith questioned whether these were promotions. Chief Forti explained that his secretary would receive a slight increase in salary because the position was above an Executive Secretary level. He explained there would be a cost savings of \$10,000. Director Lira explained the employees were working out of class.

ACTION: STAFFING PATTERN AMENDMENT APPROVED AS FOLLOWS:

