



COUNCILWOMAN
JEANNINE PEARCE

Date: November 19, 2019

To: Honorable Mayor and Members of the City Council

From: Councilwoman Jeannine Pearce, District 2
Councilwoman Suzie Price, District 3

Handwritten signatures in black ink, one for Jeannine Pearce and one for Suzie Price.

Subject: Status of Human Resource Audit

RECOMMENDATION:

Receive and file a report back from Human Resources, the City Auditor, and the Health and Human Services Department on the Human Resource Audit and Trauma-Informed City that was originally approved by City Council on September 18, 2018. The following items to report back include:

1. An audit from the City Auditor of the on-boarding process and policies for all new employees, including appointed and elected. This includes, but not limited to, the orientation process, the medical evaluation process, and the City's evaluation of an individual's physical and behavioral health and/or prior medical conditions.
2. An audit from the City Auditor on the process for employees, interns, volunteers, commissioners, and elected officials to be informed of their rights and responsibilities related to discrimination, harassment and/or retaliation.
3. A report from the City Manager on the City's efforts to review and improve the turnaround time for hiring new employees.
4. A report on the current practice and training of trauma-informed methods as it relates to employees and recommendations for enhanced use of trauma-informed best practices for working with employees who have experienced trauma either in their personal or professional lives.

DISCUSSION

On September 18, 2018, City Council requested the City Auditor to complete a full audit of the Human Resource Department in compliance with audit standards. Additionally, it was requested the City Manager work with the Health and Human Services Department to identify best practices for implementing equity and trauma-informed methods to the Human Resources standards.

A report back is requested on the status of the Human Resources Audit, the changes that have been implemented since the original item, and the next steps. In the report, the City Council requests a timeline to be included for implementing any changes. The original item also directed training for the legislative department and electeds.

City Council welcomes the next steps and is requesting a report back from Human Resources and the City Auditor on the Human Resource Audit item that went before and was approved by City Council on September 18, 2018.

FISCAL IMPACT

There is no fiscal impact anticipated upon this recommendation.