

**CITY OF WEST COVINA**  
**HUMAN RESOURCES COMMISSION**  
**SUMMARY OF ACTIONS OF THE REGULAR MEETING OF APRIL 9, 2008**

MEETING CALLED TO ORDER: 6:33 PM

**I. PLEDGE OF ALLEGIANCE** – Commissioner Sykes

**II. INVOCATION** – Traci Bailey-Hudson

**III. ROLL CALL**

Commissioners Present: Vice Chair Ma, Nance, Pando-Umaguing, Sotelo and Sykes

Commissioners Absent: None

Staff Present: Fields, Gardner, and Bailey-Hudson

Others Present: Dana Sykes

**IV. ORAL COMMUNICATIONS**

**A. Agenda Items** - None

**B. Non-Agenda Items** – None

**V. APPROVAL OF SUMMARY OF ACTIONS**

**Regular Meeting of March 12, 2008**

Motion by Pando-Umaguing, seconded by Nance, to approve the Summary of Actions of March 12,2008. Motion carried 4-0-1(Sotelo abstained).

**VI. ACTION ITEMS TO CITY MANAGER/CITY COUNCIL - NONE**

## VII. INFORMATIONAL - Monthly Reports

The Commissioners received and filed the following reports for the month of March 2008:

Employee Turnover Report  
Recruitment Status Report  
Employment/Separation Report  
Eligibility Lists:

March 2008

- Office Assistant I
- Head Cook (Sr. Center Chef)
- Day Care Teacher
- Police Officer Lateral
- Police Officer Academy Recruit
- Police Officer Recruit
- Senior Administrative Assistant

## VIII. STAFF REPORTS/DISCUSSION

- Artie Fields, Assistant City Manager/Interim Human Resources Director, handed out and discussed the Commissioner's Conference and Community Event Expense Reimbursement Guidelines Administrative Policy in effect March 20, 2008.
- Artie Fields discussed the HR Commission business cards and costs associated with printing.
- Motion by Pando-Umanguing, seconded by Ma, to cancel the regular Human Resources Commission meeting scheduled for May 14, 2008. Motion carried 5-0.

## IX. COMMISSION'S COMMENTS

- HR Commission welcomed new commissioner Sue Sotelo.
- Vice Chair, Rick Ma raised some concerns about safety in the Community. Artie Fields recommended that the Police Chief or his designee be invited to the next regularly scheduled HR Commission meeting to be held June 11, 2008.
- HR Commission to re-organize at the June 11, 2008, HR Commission meeting.

## X. ADJOURNMENT

Motion by Pando-Umaguing, seconded by Sykes, to adjourn the meeting at 7:10 P.M. Motion carried 5-0. The next regular meeting of the Human Resources Commission is scheduled for Wednesday, June 11, at 6:30 P.M.