



## **General Government & Social Services**

September 13th, 2016

### **Summary and Motions**

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Chair Lamb called the meeting to order at 1:00 p.m. Committee members Evans, Akers, Bledsoe, J. Brown, Gibbs, Henson, Moloney and Scutchfield were present. Committee member F. Brown was absent. Vice Mayor Kay was also in attendance.

#### **I. Approval of Committee Summary**

A motion was made by Bledsoe to approve the July 5, 2016 General Government & Social Services Committee Summary, seconded by Akers. The motion passed without dissent.

#### **II. Minority Recruitment and Retention**

J. Brown introduced the item, and explained that minority recruitment is an important issue for each division within Public Safety. He explained that the outcomes of this discussion may eventually require budgetary or personnel actions.

Commissioner Bastin presented each division's efforts in recruiting diverse candidates, including advertising campaigns, attendance at career fairs, holding recruiting events, partnering with colleges and universities, and other outreach efforts. He discussed barriers as well as opportunities to address each barrier. He stated that Fire is the only division that currently has a specific budget for diversity recruitment.

Moloney asked about efforts being made to not only recruit minorities, but to identify potential recruits that already live in Lexington. He asked if there are incentives for current employees who could provide assistance with recruiting diverse candidates. Bastin stated that current employees are a resource for identifying new candidates, and promised to follow up after considering this further.

J. Brown commented on barriers to recruiting. He stated that not all departments have a budget for recruiting or dedicated recruiting staff. He added that the hiring process is long – 4-6 months for Police, 9 months for Fire, and E-911 requires a 5-week training session overnight at ECU – which is a barrier for people with families. He would like to consider this issue again after hiring the Diversity & Inclusion Officer position. J. Brown also commented on issues with the application process, and identified transportation to testing locations as a barrier.

Henson asked how minority recruitment statistics compare to the population of Lexington. Bastin responded that they still have work to do in this regard. Henson stated that we need to focus on identifying diverse candidates for jobs throughout government, including people with disabilities.

Akers asked about education requirements for Public Safety candidates. Bastin stated that

there is no college requirement for Police candidates, but recruits receive an Associate's Degree through BCTC as part of training. In response to a question from Akers, Bastin confirmed that there are pay incentives for educational attainment. Akers discussed the possibility of ride-alongs as a recruiting tool.

Evans asked about the different schools they reach out to. She said that there is a misconception that a degree is required to apply for Public Safety jobs. She also suggested a collective Public Safety fair to place potential candidates. Bastin reviewed a list of colleges and universities that Public Safety includes in recruiting efforts.

Lamb asked if points were provided for applicants with higher education. Bastin stated that he was unaware of a points system, and that applicants are only reviewed to ensure minimum eligibility requirements are met.

Lamb noted that most of our Public Safety training is in house, and Bastin stated that they are very proud of this, adding that we host training for other cities throughout the state. Lamb asked Bastin to comment on the safety officers we have today. Bastin stated that this is a new concept and invited Commander Holland to speak on this issue. Holland stated that they conduct the seven week training course in-house with additional on-the-job training, and they are currently training their second class of safety officers.

No further comment or action was taken on this item.

### **III. Human Resources Management Audit**

Beth Beldon presented this item. Beldon commented on the implementation of the recommendations of the Novak group, stating that ten of the thirteen recommendations have been implemented. She also reviewed the HR Audit Objectives, which included: implementation of a more streamlined hiring process; improving efficiencies; increase transparency; and better communication across government.

Henson commented on the amount of time it takes to fill a position. She feels it is excessive and would not be acceptable in the private sector. She asked for a breakdown of all of the steps involved in the hiring process and an explanation of the 70 day timeline. CAO Sally Hamilton explained that the certification and Council approval requirements add significantly to the hiring timeline, and stated that she will provide additional information for Council review. She stated that the application process through PeopleSoft needs to be improved, which will require capital outlay.

Lamb asked if the PeopleSoft upgrade that Council approved includes upgrades for the application process. CIO Valicenti stated that PeopleSoft was last upgraded in 2008, and additional upgrades cannot be made until significant system updates are implemented.

In response to a question from Moloney, Beldon responded that it has been three months since the completion of the audit. Beldon stated that the improvements to the P1 process will take the most time to implement. Moloney suggested that HR consider adding permanent HR positions in divisions with high turnover.

Evans asked if HR has resources to assist applicants following up on the status of the hiring process. Beldon said that applicants can contact the Analyst assigned to the Division to receive updates.

Lamb asked if there had been any discussion regarding allowing managers to attend training with a goal of advancing their careers. CAO Hamilton stated that directors can include managers in training that is currently being provided.

Lamb noted that there are already components of the P1 form that have been integrated into PeopleSoft. Beldon stated that the form requires an update, but step promotions and other actions still require completion of a paper P1 form.

In response to a question from Lamb, Tammy Walters stated that there are about 20 advertisements running at any time (not including Police and Fire recruiting). Lamb asked how many Analysts HR has for reviewing applications. Beldon said there are 4 Analysts, 2 Generalists and a Manager. Walters added that approximately 16,000 applications are processed each year.

No further comment or action was taken on this item.

#### **IV. Items in Committee**

A motion was made by Bledsoe to remove the Human Resources Management Audit item from Committee, seconded by Henson. The motion passed without dissent.

A motion was made by Bledsoe to adjourn, seconded by Akers. The motion passed without dissent.

The meeting was adjourned at 2:20 p.m.