



City of Villa Park  
17855 Santiago Boulevard  
Villa Park, California 92861  
(714) 998-1500

## HUMAN RESOURCE MEETING

### Minutes – Regular Meeting

### May 10, 2016

#### 1. CALL TO ORDER

The meeting was called to order at 5:32 p.m. by Chair Fascenelli.

#### 2. ROLL CALL

*The following members and attendees were present:*

Diana Fascenelli, Chair  
Bill Nelson, Councilmember  
Jarad Hildenbrand, City Manager  
Michelle Danaher, Finance Director

*The following members and attendees were absent:*  
None

*The following representatives were present:*  
Bob Collacott, Councilmember

#### 3. PUBLIC COMMENT

*No public comment.*

#### 4. DISCUSSION ITEMS:

##### a) Review and Discuss March 30, 2016 minutes.

*Councilmember Nelson requested the wording be revised on Section 4.b) item I) to read that “Staff was requested to bring back a plan to hire an Assistant to the City Manager.”*

*Councilmember Nelson also requested to change the both members’ titles (as they were switched) on Section 4.b) last sentence stating the motion. It should read “Chair Fascenelli and Councilmember Nelson.*

*With these revisions, Councilmember Nelson moved the revised minutes, Chair Fascenelli seconded. Motion carried.*

##### b) Discussion on Vision Plan.

*Finance Director Danaher presented the cost breakout and plan variations for each of the vision plans. Discussion was had, Chair Fascenelli requested staff to look into receiving a discount if they prepay the years insurance.*

*Chair Fascenelli recommended approval of the VSP coverage Plan B, Councilmember Nelson seconded. Motion carried.*

c) Discussion on State Disability Insurance (SDI) application.

*Finance Director Danaher and City Manager Hildenbrand gave a brief history of why the City did not have SDI coverage prior to 2016. Staff then presented that the current application for elective SDI coverage was accepted by the Employee Development Department (EDD) as of April 30, 2016 and now all the City of Villa Park employees are covered under California SDI effective January 1, 2016.*

d) Discussion of updated Salary Resolution.

*A red-lined version of the old Salary Resolution was presented and discussion ensued. The following revisions were recommended:*

- 1. In Section 1, table, change the second to last title from Other Benefits to "Health & Life Insurance."*
- 2. Councilmember Nelson requested that in Section 1, table, eliminate the Assistant to the City Manager position, but he requested staff to present an option for this position to the full council.*
- 3. In Section IV, 1, table, change the headers from Part Time More Than 30 Hours to "Part Time 30 Hours or More", and from Part Time Less Than 30 Hours to "Part Time 29 Hours or Less". Staff was also requested to ask Legal Counsel to advice on the verbiage for this time determination (of 30 hours or 29 hours) to be based on annual averages so that it doesn't change by weekly variances based on the City's need.*
- 4. In Section IV and VI to combine vacation and sick leave into one Paid Time Off (PTO) category and reduce the maximums from 60 days down to a more reasonable package. Staff was requested to calculate this out and determine the payout needed to make this revision as well as change the language.*
- 5. In Section 3, table, change the second to last title from Other Benefits to "Health Insurance".*

5. ADJOURNMENT

The meeting was adjourned at 6:26 pm.