



**BEAUMONT-CHERRY VALLEY WATER DISTRICT AGENDA
MINUTES OF THE PERSONNEL COMMITTEE
Monday, January 22, 2018 at 5:30 p.m.
560 Magnolia Avenue, Beaumont, CA 92223**

CALL TO ORDER

Director Covington called the meeting to order at 5:45 p.m. at 560 Magnolia Avenue, Beaumont, California.

Present

<i>Directors present:</i>	<i>Covington</i>
<i>Directors absent:</i>	<i>Ramirez</i>
<i>Staff present:</i>	<i>Interim General Manager Dan Jagers; Director of Finance and Administrative Services: Yolanda Rodriguez, and Senior Finance and Administrative Analyst William Clayton. Also present at this meeting was Alma Frausto, representing the Beaumont-Cherry Valley Water District (BCVWD) Employee Association.</i>

PUBLIC INPUT: *None.*

ACTION ITEMS

1. Adjustments to the Agenda: *None.*

2. Personnel Committee

a) Approval of November 8, 2017 Meeting minutes

The Committee accepted the minutes of the November 8, 2017 Personnel Committee meeting.

b) Update on Amendments for the 2018-2022 Memorandum of Understanding: Substance Abuse Policy

General Manager Dan Jagers reminded that this was discussed at the December meeting. There are items missing from the current policy which should be referenced in the MOU, and will be added by Addendum.

Legal counsel has reviewed the policy and has made recommendations to make it current. Staff has also reviewed and has located some appendices that were dropped from later updates, such as Appendix A identifies the safety sensitive classifications.

Mr. Jagers indicated these must be restored as part of the policy. Director Covington asked if voluntary participation would be continued. Mr. Jagers noted that this is signed when employees come onboard. Director of Finance and Administration Yolanda Rodriguez added that it is only for the current year, but legal counsel has questioned its legality.

Mr. Jagers said the policy would be brought current with law. Director Covington noted that he had made some changes, but found out his changes were not likely legal. He said it was a good exercise to see the circulation of the document. He said the redline appears to incorporate the thoughts of he and Director Ramirez.

Ms. Alma Frausto asked about random testing, and whether the District pays for the test and whether it must be during working hours. Mr. Jagers said there are some triggering events. Director Covington asked about the process. Mr. Jagers and Ms. Rodriguez explained that random testing is coordinated by a compliance company (outside vendor) who notifies the persons who are to be tested and when.

Ms. Rodriguez noted that the District can also test when there is an accident. Mr. Jagers went over the current policy.

c) Update on Safety Equipment

Director Covington reminded the group that this item was by his request. General Manager Jagers reported that field staff had generated a list in July. A number of items were purchased before the 2017 budget ran out. There will be an item in the Capital Improvement Plan for 2018 to continue the project. Mr. Jagers went over the list of safety equipment and equipment that has been purchased or otherwise addressed. He advised of several items planned for purchase in 2018.

Director Covington asked about a confined space policy and program and stressed training. Mr. Jagers confirmed the policy and program are in place and training has been done. Work is ongoing and additional training opportunities are being explored.

3. Action List for Future Meetings

a) District Policy Manual

Director Covington noted that there were several occasions in the last quarter of 2017 where it was determined that the District Policy Manual was in need of update. The Personnel Committee will work with staff and the legal team on personnel policies. There have been some incremental updates, but those were based on time-sensitive issues. Covington reminded staff that Director Ramirez believes it is important to update the substance abuse section.

Mr. Jagers pointed out several sections that will need legal counsel input, including sexual harassment. Laws change, and there has not been a holistic review. Director of Finance and Administrative Services Rodriguez explained there are also new issues that will need to be incorporated.

Senior Finance and Administrative Analyst William Clayton pointed out that the Investment Policy recently adopted by the Board is a separate,

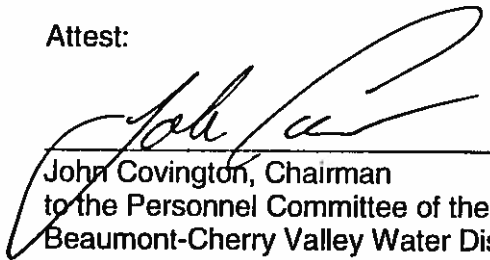
standalone policy outside of the manual. Ms. Rodriguez suggested all policies should be included in one comprehensive manual.

Director Covington expressed desire to have the update completed in the short term.

4. Next Meeting Date: *March 26, 2018 at 5:30 p.m.*

ADJOURNMENT: 6:18 p.m.

Attest:



John Covington, Chairman
to the Personnel Committee of the
Beaumont-Cherry Valley Water District

