



**BEAUMONT-CHERRY VALLEY WATER DISTRICT AGENDA  
MINUTES OF THE PERSONNEL COMMITTEE  
Monday, March 25, 2019 at 5:30 p.m.  
560 Magnolia Avenue, Beaumont, CA 92223**

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**CALL TO ORDER**

*Chair Covington called the meeting to order at 5:30 p.m. at 560 Magnolia Avenue, Beaumont, California.*

*Present*

<i>Directors present:</i>	<i>Covington, Ramirez</i>
<i>Directors absent:</i>	<i>None</i>
<i>Staff present:</i>	<i>General Manager Dan Jagers; Director of Finance and Administrative Services Yolanda Rodriguez, Information Systems Manager Robert Rasha, Production Maintenance 1 Dustin Smith, and Administrative Assistant Erica Gonzales. Also present at this meeting were Julian Herrera Jr. and Eric Dahlstrom representing the Beaumont-Cherry Valley Water District (BCVWD) Employee Association.</i>

**PUBLIC INPUT:** *None.*

**ACTION ITEMS**

1. Adjustments to the Agenda: *None.*
2. Approval of Nov. 26, 2018 and the Jan. 28, 2019 Meeting minutes

*The Committee approved the minutes of the Personnel Committee meeting of Nov. 26, 2018 by unanimous vote.*

*The Jan. 28, 2019 minutes were NOT approved due to lack of majority vote (Covington abstained).*

3. Closed Session

*Chair Covington recessed the meeting to Closed Session at 5:32 p.m.*

**CONFERENCE WITH LABOR NEGOTIATORS**

Pursuant to Government Code Section 54957.6

District Designated Representative: Dan Jagers, General Manager

Employee Organization: BCVWD Employee Association

4. Reconvene in Open Session: 6:03 p.m.

Report on Action Taken in Closed Session: *Chair Covington announced that there was no reportable action taken.*

5. Draft Updates: BCVWD Policies and Procedures Manual

a. Proposed Vacation Policy

Director of Finance and Administrative Services Yolanda Rodriguez reminded the Committee that at the last meeting it was recommended that a cap on vacation hours for exempt employees be instituted. She presented a revised draft of the policy.

Chair Covington confirmed there would be 120 hours available for carry over. Mr. Jagers noted that a few exempt employees have hours over the cap, and the intent is to allow some time to determine what is to be done regarding those accruals.

Member Ramirez asked if the December vacation buyout was mandatory. Mr. Jagers said that historically, the procedure has been if vacation is not used by the end of the year, it must be cashed out. Employees would now have an option to roll over the hours. Employees requested a rollover of 120 hours. Exempt employees are capped starting at 320 hours and increasing with the number of years of service.

Ms. Rodriguez explained that this is intended to avoid large payouts of accrued vacation. Discussion ensued about buy-back opportunities during the year. Chair Covington asked about the additional buy-back during the year. The intent, Jagers explained, is to allow buy-backs two times each year. Member Ramirez indicated he appreciated the inclusion of a minimum of 40 hours on the books before buy back is permitted.

Covington suggested that if the goal is to avoid the liability of large payouts as recommended by the auditor, this does not accomplish that - the caps should be lower. Ramirez noted this is not a top-heavy organization but it is still better to lower the caps. The most significant exposure, Jagers explained, is employees who move up in the organization with resultant salary increases, making the accrued hours more valuable.

Mr. Jagers pointed out that the auditors' concern was lack of a policy; not the current liability. Covington suggested caps at: 1 – 5 years at 200 hours, 6 – 15 years at 240, 16 – 20 years at 300 and 21+ service years at 320, which would reduce the liability "without taking anything away from anybody." Mr. Jagers suggested a multiplier would be more fair. Member Ramirez proposed a compromise of 260, 300, 350, and 380 to allow the cut but still make it an attractive benefits package. Covington pointed out this could still result in a \$30,000 payout and countered with 220, 260, 300 and 340.

Chair Covington directed staff to create a policy to push the liability down without taking away from contract (exempt) employees. He further suggested negotiating with employees with large vacation balances to "get them back on track" over a period of time. Staff suggested investigation of a 401a or similar plan to facilitate rollover of those hours. Ms. Rodriguez will propose Covington's suggested caps to the contract employees.

b. Proposed Sick Leave Donation Program

Mr. Ramirez suggested the maximum donation should be 40 hours per calendar year per employee. Ms. Rodriguez explained that sick leave is not capped. It can be cashed out at half the employee's rate of pay.

Chair Covington pointed to the definition of "catastrophic medical condition," and suggested more clear definitions. Director Ramirez suggested taking the policy to the HR Consultant and / or to legal counsel for screening.

Chair Covington also said he appreciated the ultimate decision-making authority being that of the General Manager, stressing caution not to violate any HIPAA laws. Chair Covington indicated this is a good and thorough starting point.

6. Review and Update on HR Consulting Project

Director of Finance and Administrative Services Yolanda Rodriguez reported that HR Dynamics and Performance Management has completed the assessment and staff is working toward implementing best practices over a five year process beginning with the most critical items.

At the last Board meeting, a new HR staff position was approved. There is a timeline for the hire, but the delay is due to lack of workspace. Mr. Jagers added there would be an update on office space at the next Board meeting.

Mr. Jagers noted that the amount authorized for the HR Consulting contract has been expended, but there are further items with which the District could use assistance.

7. Topics Requested by Employee Association

Mr. Dahlstrom reported that employee representative positions would be opened up again to give other staff members an opportunity to work with the Committee.

8. Action List for Future Meetings

*No new items suggested.*

9. Next Meeting Date: *July 22, 2019 at 5:30 p.m.*

**ADJOURNMENT: 6:58 p.m.**

Attest:



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

