



BEAUMONT-CHERRY VALLEY WATER DISTRICT AGENDA
560 Magnolia Avenue, Beaumont, CA 92223

MINUTES OF THE PERSONNEL COMMITTEE MEETING
Tuesday, July 20, 2021 at 5:30 p.m.
(postponed from Monday, 7/19/2021)

***Meeting held via teleconference pursuant to
California Government Code Section 54950 et. seq. and
California Governor's Executive Order N-08-21***

CALL TO ORDER

Director Ramirez called the meeting to order at 5:30 p.m.

Announcement of Teleconference Participation

Acting Director of Finance and Administrative Services William Clayton clarified that this meeting is conducted via teleconference pursuant to California Government Code Section 54953, and under Executive Order N-08-21 of the Governor of California.

The teleconference capabilities of this meeting have been identified in the Notice and Agenda for this meeting, pursuant to the Brown Act and the Governor's Executive Order. Under the Governor's Executive Order and the Gathering Guidelines of the California Department of Health due to the danger of COVID-19, the teleconference locations are not publicly accessible. The public's right to comment and participate in the meeting is being assured via teleconference capabilities.

The Beaumont-Cherry Valley Water District (BCVWD) will use sound discretion and make reasonable efforts to adhere as closely as reasonably possible to the provisions of the Brown Act, and other applicable local laws regulating the conduct of public meetings, in order to maximize transparency and provide the public access to meetings.

Attendance

<i>Directors present:</i>	<i>Ramirez, Hoffman (alternate)</i>
<i>Directors absent:</i>	<i>Covington</i>
<i>Staff present:</i>	<i>General Manager Dan Jagers Acting Director of Finance and Administrative Services William Clayton Human Resources Coordinator Sabrina Foley Director of Operations James Bean Accounting Technician Erica Gonzales</i>
<i>BCVWD Employee Association reps:</i>	<i>Erica Gonzales Julian Herrera</i>

Acting Director of Finance and Administrative Services William Clayton verified that all members of the Personnel Committee and staff have indicated that they are able to hear the other directors clearly on the teleconference. No committee members or staff

expressed any reason to believe, based on voice recognition or otherwise, that those persons representing themselves to be committee members are not truly so.

PUBLIC INPUT: *None.*

ACTION ITEMS

1. Adjustments to the Agenda: None.
2. Approval of the June 21, 2021 Meeting minutes

The Committee tabled the minutes of the June 21, 2021 Personnel Committee meeting to the August 16, 2021 meeting.

3. Report from Human Resources Department

Human Resources Coordinator Sabrina Foley presented the report. She advised of updated COVID-19 regulations and potential additional required training. She noted ongoing activity for the classification study.

Ms. Foley shared highlights of the Legislative Action and advised of newly chaptered law.

Director Hoffman asked about the District's Worker's Compensation, and Ms. Foley explained the ACWA/JPIA rates and program.

Director Ramirez acknowledged staff anniversaries and promotions.

4. Update on the status of the Memorandum of Understanding (MOU) with the Employee Association

Ms. Foley reminded the Committee that the current MOU is due to expire on December 31, 2021. Negotiation of a new MOU is in process to become effective January 1, 2022. She noted several projects to be completed alongside negotiations, and provided an overview of the classification study, the compensation study and pre-bargaining analysis. She reviewed the tentative calendar and noted that, ideally, a tentative agreement would be available in October for presentation to the Board in closed session.

5. Report / Update from BCVWD Employees Association

Ms. Erica Gonzales reported that she is encouraging employees to rank their priorities.

Mr. Herrera reported the field staff is also working on the item.

6. Policies and Procedures Manual updates / revisions

- a. Policy 1000 Definitions
- b. Policy 3000 Employee Status
- c. Policy 3005 Compensation
- d. Policy 3006 Prevailing Wage

e. Policy 3010 Employee Performance Evaluation

Human Resources Coordinator Sabrina Foley reminded that the update of policies is an ongoing project. She highlighted the updates to existing policies 1000 and 3000.

Ms. Foley introduced new Policy 3005 and responded to questions from Director Ramirez and Director Hoffman.

Director Ramirez asked how often employee evaluation forms are updated. Ms. Foley said it is a recommendation from the HR consultant and is on the to-do list. She indicated pre-update would include working with staff to establish core values. It was last updated in 2017, and minor adjustments were made in 2019.

Ms. Foley introduced new Policy 3006, proposed per the recommendation of CSDA sample policies and the HR consultant. Director Ramirez clarified that this is a re-statement of existing law about prevailing wage requirements. Ms. Foley explained it is to state in writing that the District complies with the requirements. Some grant applications require the District to have such a policy, she noted.

Director Hoffman asked if verification of contactors' employees harassment training is required. Ms. Foley said it is not required, but the contractor should be able to provide the documentation upon request.

General Manager Jagers pointed out that documentation of an Equal Opportunity Employer Policy is required from District contractors and noted that it should be included in the current public works contract template.

Director Ramirez requested Policy 3006 come back to the Personnel Committee.

Ms. Foley presented Policy 3010 which would combine existing policies 10 and 49. In response to Director Hoffman, Ms. Foley advised the policies had been reviewed by legal counsel.

Director Ramirez asked about evaluation procedure and suggested that it empowers HR. Ms. Foley indicated she provides advice to supervisors on evaluations and assured that it is the role of HR to protect both the employee and the organization. The General Manager also has discretion regarding evaluations, and both must agree, she noted.

General Manager Jagers said he did not believe that the policy allows HR veto power. He explained the process and said there is coordination and HR oversight is needed for consistency in the organization. Additional language was suggested and discussed.

Ms. Foley suggested including language to address when HR and a supervisor cannot reach consensus on an evaluation, that the decision lies with the General Manager. Mr. Jagers suggested including legal counsel. Director Hoffman acknowledged the concern and said he supported the suggested language. Mr. Herrera noted that the current procedure has been working well.

The Committee approved the following policies to be forwarded to the full Board of Directors for consideration:

- *Policy 1000 Definitions*
- *Policy 3000 Employee Status*
- *Policy 3005 Compensation*

by the following vote:

MOVED: Ramirez	SECONDED: Hoffman	APPROVED
AYES:	Hoffman, Ramirez	
NOES:	None.	
ABSTAIN:	None.	
ABSENT:	None.	

The following policies will return to the Personnel Committee with revisions:

- Policy 3006 Prevailing Wage
- Policy 3010 Employee Performance Evaluation

7. Action List for Future Meetings

- *Employee Association topics (none added)*
- *Policy manual updates (ongoing)*
- *Safety updates and improvements, and new procedures*
- *Workshop/Training options for staff and/or management to provide certification*

8. **Next Meeting Date:** Monday, August 16, 2021 at 5:30 p.m.

ADJOURNMENT: 7:30 p.m.

Attest:



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