



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

MINUTES OF THE PERSONNEL COMMITTEE MEETING
Monday, November 15, 2021 at 5:30 p.m.

***Meeting held via teleconference pursuant to
California Government Code Section 54950 et. seq. and
BCVWD Resolution 2021-16***

CALL TO ORDER

Director Ramirez called the meeting to order at 5:32 p.m.

Announcement of Teleconference Participation

Director of Finance and Administrative Services Kirene Manini, PhD, clarified that this meeting is conducted pursuant to BCVWD Resolution 2021-16.

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.

Attendance

<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 Kirene Manini, PhD Human Resources Coordinator Sabrina Foley Administrative Assistant Cenica Smith Director of Information Technology Robert Rasha</i>
<i>BCVWD Employee Association reps:</i>	<i>Julian Herrera</i>

PUBLIC INPUT: *None.*

ACTION ITEMS

1. Adjustments to the Agenda: None.
2. Approval of the October 18, 2021 Meeting minutes

The Committee accepted the minutes of the October 18, 2021 Personnel Committee meeting by consensus.

3. Report from Human Resources Department

Human Resources Coordinator Sabrina Foley presented the report.

Director Ramirez asked if California is requiring a COVID-19 vaccination booster; Ms. Foley said it is not. In response to additional questions from Ramirez, Foley also noted that the federal emergency COVID standards have been delayed by the court and answered that because BCVWD is under 100 employees, some of those standards may not apply. However, she continued, Cal OSHA has the right to implement more stringent standards. The District awaits more clear direction from California, she said. Until then, the District is in compliance.

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

Human Resources Coordinator Sabrina Foley advised that related projects are ongoing, including the classification study and compensation study. She briefed the Committee on the progress.

In response to Director Covington, Mr. Jagers said the goal is to provide the classification study to the Board December 1. Ms. Foley added that the preliminary results of the compensation study need to be reviewed and presented to the Board. Mr. Jagers said the presentation would be in closed session by December 1. Director Covington pointed out that the Board will be doing a lot of heavy lifting and time in December is limited due to the holidays. He emphasized that the employees need to understand, and do not want the Board or administration to rush to judgment, obtaining a poor result. He noted that if the studies must be pushed to January, with approvals solidified in mid-February, it would be to the benefit of all.

Jagers advised that dialog with the Employees Association has been good, and is to a point of clear understanding. The intent is to get it right, he stated.

Director Covington requested a schedule of tentative dates. Director Ramirez supported the recommendation of Covington.

Ms. Foley continued. The pre-bargaining analysis has been completed and communication is ongoing, pending the completion of the classification and compensation study projects.

Director Covington asked if it had been the experience of the District that it has been difficult to get work done; Foley agreed. Mr. Jagers added that there has been frustration and staff is trying to be diligent and make efforts to get things done well.

5. Report / Update from BCVWD Employees Association

Mr. Julian Herrera reported that staff is waiting on completion of the classification and compensation studies.

6. Policies and Procedures Manual updates / revisions

Human Resources Coordinator Sabrina Foley presented proposed changes to the following policies:

- Policy 3020 Health and Welfare Benefits.

This policy was tabled until after the finalization of the MOU (February 2022).

- Policy 3025 Pay Periods

The Committee concurred on moving this item forward to the full Board of Directors for consideration.

- Policy 3030 Gift Acceptance Guidelines. Director Ramirez requested clarification of the policy language. Director Covington agreed regarding making the policy more robust and including the Fair Political Practices Commission (FPPC) regulations in a carve-out for employees who must file the FPPC Form 700 Statement of Economic Interests.

This policy was tabled and will be brought back to the Personnel Committee with revisions as indicated.

- Policy 3035 Outside Employment

Director Covington agreed with the staff recommendation to require disclosure of outside employment and recommended the disclosure be made to the Human Resources Department rather than the supervisor. Ramirez agreed, and advocated for the supervisor, with the ability to take it to the general manager. He stressed fairness to the District and to the employee.

General Manager Jagers recommended inclusion of language identifying the general manager to resolve any question about potential conflict of interest in outside employment.

The Committee concurred that Policy sections 3035.1 and 3035.2 were acceptable, and requested different language for Section 3035.3 as discussed.

7. Update on Policy 3205 Substance Abuse

General Manager Jagers explained that this discussion is per request of Director Ramirez. During the MOU negotiation, the Employee group indicated interest in revision of some of the Substance Abuse policy sections and the activities of the organization. It ties into a number of policies that are moving forward, he noted. Policy revision is in process and discussions have been held, but the current priority is the MOU negotiation, classification and compensation studies and related items, he explained.

The substance abuse policy was last updated in 2018, but improvements may be made, Jagers continued. The groundwork has been laid for revision, Jagers said, and Ms. Foley added that this may be open to impact bargaining depending on what changes are desired to the policy. She indicated that she would be working with legal counsel on this policy.

The general consensus of management staff is to have opportunities to address situations that may arise that impact workflow and productivity, Jagers said.

In response to Director Ramirez, Mr. Jagers indicated this was brought up at the last Personnel Committee meeting. Ramirez asked about concrete steps forward and options. Mr. Jagers advised that the substance abuse policy is further back as staff moves through the policy manual numerically. It has been moved forward but covers a number of policies, he said. The intent would be to work through the policy activity unless there is different direction from the Committee.

Director Covington recalled the substantial updates to the policy in 2018, and that Board members had concerns. He asked what was the driver of moving forward revisions to the substance abuse policy. Mr. Jagers indicated the goal is to assure accurate policy that provides for certain activities if there are staff unable to perform their jobs.

Director Ramirez requested that this policy be a parallel priority while working with the Employee Association, as opposed to a numerical priority. Director Covington acknowledged and pointed out that there may be policies that take priority and move forward based on their sensitivity or importance.

Director Covington acknowledged that the substance abuse policy requires revision as laws change. He suggested looking at the policies that have not yet been addressed and those revised since 2017, and prioritizing them by importance to come to the Personnel Committee after legal review. The substance abuse policy is important and should not need to wait for a future date, he said. He requested a list of policies by priority and focus on those of greater importance.

Ms. Foley pointed to the list of policies included with the agenda packet. Mr. Jagers requested the Committee members select the policies they believe are priority.

Mr. Jagers advised that the office will be closed on Thursday, Dec. 30 in observance of New Year's Day.

8. Action List for Future Meetings

- *Employee Association topics (none added)*
- *Policy manual updates (ongoing)*
- *Closure of the office on Thursday, Dec. 30 in observance of New Year's Day*

9. Next Meeting Date: Monday, December 20, 2021 at 5:30 p.m.

ADJOURNMENT: 6:34 p.m.

Attest:



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