



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

MINUTES OF THE PERSONNEL COMMITTEE MEETING
Monday, September 20, 2021 at 5:30 p.m.

***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 Covington called the meeting to order at 5:41 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>Covington, Ramirez</i>
<i>Directors absent:</i>	<i>None</i>
<i>Staff present:</i>	<i>General Manager Dan Jagers Acting Director of Finance and Administrative Services William Clayton Human Resources Coordinator Sabrina Foley Accounting Technician Erica Gonzales</i>
<i>BCVWD Employee Association reps:</i>	<i>Erica Gonzales</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 and July 20, 2021 Meeting minutes

The Committee accepted the minutes of the June 21, 2021 and July 20, 2021 Personnel Committee meetings by unanimous vote.

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

3. Human Resources Department Report for the Period of July 14, 2021 – September 3, 2021

Human Resources Coordinator Sabrina Foley presented the report.

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

Ms. Foley provided an update. A preliminary review of the consultant's recommendations for the Classification Study was received and feedback is being provided by staff. The consultant will consider the feedback then begin looking at job descriptions, she said. Director Covington asked about completion. Mr. Jagers noted that additional information had been requested from the consultant and provided additional detail on the study content. Ms. Foley noted that staff is also working with HR Dynamics to assure the study is tailored to the District and the best results are being received. Director Covington asked about the deadline, and Ms. Foley reported that it has passed.

The consulting agreement for the compensation study has been executed and a meeting with the consultants will be held to determine benchmarks. Benefits and total compensation will be examined, she noted.

The pre-bargaining analysis has been completed and closed sessions with the Board are ongoing. A draft will be submitted to the representatives for review, then will go to legal counsel, and to the Board in December.

Director Covington pointed out that the compensation study was to be completed in November or December. While it may be late, the position is still favorable to get things ironed out, he stated. He suggested choosing some dates for Board closed sessions to meet the deadline and the budget process.

5. Report / Update from BCVWD Employees Association

Ms. Erica Gonzales reported that staff is excited to see the results of the classification study. Field staff is working on a couple of things to arrive at consensus, she said.

Director Covington noted desire to make the results as favorable as possible for both sides.

6. 2022 Operating Budget Update and Timeline

General Manager Jagers advised that staff is moving forward in a more consistent approach than in years past. In October, staff will re-affirm with the Board the direction and assure consensus during the budgeting process. All departments are drafting preliminary budgets and staffing concepts, he said.

Jagers explained some staffing proposals.

A total of four part-time, temporary staff members in operations due to the moving forward of the AMR / AMI project, weed abatement work due to change in the labor pool, and other maintenance work. Director Ramirez cautioned against increasing future benefit obligations for added full-time staff and stated that he hoped this is not a back door way of creating positions. Mr. Jagers further detailed needs and pointed to strategies for deferring labor such as inspection activities. Director Covington noted that the General Manager has stated these needs several times, and said the concept of temporary employees, with some making the transition after several months and showing value to the organization for an existing (not created) position opening, they can certainly apply. He noted this gives the District an opportunity to test a potential employee but indicated the District should not be put in a position of obligation to hire the part-time staff member. Director Ramirez emphasized looking at contract services in this area and others.

Mr. Jagers advised that the District is having trouble filling Water Utility I positions in this labor pool and is looking for ways to have people queued up and understand those workers for these positions. He also pointed out that contracts require payment of prevailing wage, and temporary wages are lower and do not include benefits. Director Ramirez pointed out the release of liability with use of contract employees.

Mr. Jagers also noted the proposal to convert the part-time customer service position due to full-time need.

He also explained that Engineering staff is being developed and advised that in the long term, an engineering career ladder must be developed with the opportunity for recognition of licensing to maintain the current staff. In response to Director Covington, Jagers explained the current staffing and budgeting of the Engineering Department and plan for the 2021 budget.

Director Covington stated that the financial impact is not known. Ms. Foley clarified that the number of persons in the department would not change. Jagers emphasized knowledge transfer.

Director Ramirez asked if there is a need to advance the engineering positions for this coming year. Jagers said that a final decision has not yet been made and pointed to licensing and logical progression, and employee retention.

In response to Director Covington, Jagers discussed upcoming needs and the potential for contracting out some work.

Jagers reported that work is also proceeding on an executive level staff member to assist the General Manager in management of direct reports and the day-to-day activities of the District.

This is the beginning of the staffing discussions to assure they are fully vetted and understood in advance of the budget, Jagers explained. Ms. Foley added that some changes to staff titles are anticipated as a result of the classification study.

Director Covington asked about the topic of the special Finance & Audit Committee meeting scheduled for November. Mr. Jagers indicated it is a run through the budget; and Mr. Clayton added it is intended to be more proactive with several looks at the budget.

Director Covington asked about the schedule for onboarding of the new Director of Finance and Administrative Services. Mr. Jagers said the expectation is that the new staff member would participate in the budget process. He noted that the budget process is healthy and is being defined with a level that is correct for the size of the organization.

In response to Director Covington, Ms. Foley noted that the level of overtime is currently high, but the District is in a time of transition due to the AMR / AMI project, leak season, and understaffing and it is therefore difficult to get an accurate assessment in terms of staffing. Covington asked about budgeting; Ms. Foley said she expected another year to assess the adequacy of staffing and Mr. Jagers detailed some recent activity and pointed to plans for 2022. Covington stated he did not want the District to be underbudgeting for staff. Foley noted that a staffing plan is not part of the scope of work for the classification study. She cautioned against overcorrection and Jagers commented on the uncertainty of needs as the AMR / AMI project winds down.

Mr. Jagers advised that there are currently many staff positions unfilled. Covington pointed to the workload and Jagers assured that work is moving toward a solution. Ms. Foley added that the American Water Works Association benchmarks have been consulted and staff will need to be added. Management is trying to assure that staff is added at a sustainable rate without having to backtrack, she said.

7. Policies and Procedures Manual updates / revisions

- a. Policy 3006 Public Works Contractor-Employee Relations
- b. Policy 3010 Employee Performance Evaluation
- c. Policy 3015 Performance Evaluation-General Manager

Human Resources Coordinator Sabrina Foley noted that new Policy 3006 had been revised by legal counsel subsequent to comments at the July meeting and has significantly changed. She detailed the changes.

Ms. Foley reviewed Policies 3010 and 3015 and reminded the Committee of their prior comments which have been addressed.

Director Covington pointed out that for Human Resources to approve an evaluation seems intrusive, but to assure alignment with policy would be acceptable. Human Resources should review, but not have the final approval of it, he opined. Director Ramirez agreed. Mr. Jagers pointed out a need for consistency and professionalism, and Ms. Foley clarified the intent for HR to look for violations of policy, wording issues, etc. and suggested that “approve” may not be the accurate word. Ramirez pointed to prior discussion. Mr. Jagers proposed revised language which was acceptable to the Committee.

In reviewing Policy 3015, the Committee discussed and ultimately retained the reference to annual performance evaluation, without specifying October.

Director Ramirez pointed to the 3015.5 Goals and Objectives and expressed concern that it equalizes the General Manager to the level of the Board in making those determinations. The Committee recommended elimination of the term “mutually agreed upon.”

Ms. Foley pointed out 3015.2 and the Committee agreed that Human Resources should track the evaluation date.

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

- *Policy 3006 Public Works Contractor-Employee Relations*
by the following vote:

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

The Committee approved the following policy to be forwarded to the full Board of Directors with the changes to section 3010.3 regarding training “as necessary” and section 3010.5 to read: “shall review and comment on (as necessary) the draft evaluation before it is delivered to the employee in an evaluation conference” for consideration:

- *Policy 3010 Employee Performance Evaluation*
by the following vote:

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

The Committee approved the following policy to be forwarded to the full Board of Directors for consideration with the removal of “mutually agreed upon” and changing the responsibility for evaluation tracking to Human Resources:

- *Policy 3015 Performance Evaluation-General Manager*
by the following vote:

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

8. Review of Annual Evaluation Process for General Manager

General Manager Dan Jagers alerted the Committee that the evaluation is due next month as part of the budget process. He pointed out that an executed copy of last year's evaluation (2020) has not been received.

Director Covington recommended that the Personnel Committee be tasked with consolidating the directors' comments and submitting the final evaluation to the General Manager.

9. 2021 YTD Summary of District Safety

Mr. Jagers introduced the item as requested by Director Ramirez. Director Ramirez suggested addressing the item at the next meeting.

Director Covington noted that he was pleased with the level of training being offered to staff. Mr. Jagers noted the value of Human Resources in this activity.

Chair Covington tabled this item to the next meeting.

10. 2021 Summary of District Professional Development

Chair Covington tabled this item to the next meeting.

11. Action List for Future Meetings

- *Review and update of Alcohol and Substance Abuse Policy*
- *Employee Association topics (none added)*
- *Policy manual updates (ongoing)*

12. Next Meeting Date: Monday, October 18, 2021 at 5:30 p.m.

ADJOURNMENT: 7:23 p.m.

Attest:



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