



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

**MINUTES OF THE PERSONNEL COMMITTEE MEETING**  
**Monday, October 18, 2021 at 5:30 p.m.**

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

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**CALL TO ORDER**

*Director Ramirez called the meeting to order at 5:35 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>Hoffman, Ramirez</i>
<i>Directors absent:</i>	<i>Covington</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</i>
<i>BCVWD Employee Association reps:</i>	<i>Erica Gonzales</i>

Director of Finance and Administrative Services Kirene Manini, PhD 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 September 20, 2021 Meeting minutes

*The Committee accepted the minutes of the September 20, 2021 Personnel Committee meeting by unanimous roll-call vote.*

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

### **3. Report from Human Resources Department**

Human Resources Coordinator Sabrina Foley presented the report. There were several new hires including Director of Finance and Administrative Services Kirene Manini, PhD, and Administrative Assistant Cenica Smith.

She reviewed communications and noted that BCVWD was featured by the Association of California Water Agencies Joint Powers Insurance Authority for the award of Great Place to Work.

Foley also briefed the Committee on recent legislation. Director Hoffman commented on AB 1003.

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

Mr. Jagers indicated that the employees' points of negotiation are understood and have been communicated to District staff.

The classification study and compensation studies are moving forward, he said. The consultant, Koff and Associates, has changed its name to Gallagher. The bulk of the pre-bargaining analysis has been presented to the Board, Jagers indicated. There will be another closed session with the Board, and staff is examining financial conditions in relation to recommendations from Koff (Gallagher), he noted.

Ms. Foley added that preliminary recommendations have been received and draft job descriptions are underway. Dr. Manini noted that four or five job classifications have been received and are under review.

Mr. Jagers explained that once recommendations are made, spreadsheets have been created to facilitate quick analysis.

Ms. Erica Gonzales offered comment on the studies.

In response to Director Ramirez, Mr. Jagers indicated there are recommendations for four to six positions that were discussed at the last meeting, but nothing further at this point.

### **5. Report / Update from BCVWD Employees Association**

Ms. Erica Gonzales reported that staff is waiting on the studies.

## **6. Review of District Organizational Chart in preparation for FY 2022 Budget**

Human Resources Coordinator Sabrina Foley reminded the Committee of the request to review the Organizational Chart prior to the budget presentation. She noted the presentation of preliminary staffing concepts and changes for discussion at the last meeting. Staff analyzed department needs and made those recommendations to the General Manager, who considered and evaluated the requests based on the needs of the District as a whole, she continued.

Foley presented the current organizational chart and proposed chart based on the needs discussed at the September meeting. This does not include anything coming from the classification and compensation studies, and represents staffing levels rather than title changes, she clarified. Dr. Manini added detail on staffing and General Manager Jagers pointed to some career ladder activities and detailed the budgeted and non-budgeted positions.

Jagers responded to questions from Director Ramirez and explained the focus on career ladder rather than adding staff. The goal is to have this discussion now rather than as the Board is determining the budget, Jagers stated. Ramirez requested the engineering positions be brought back to the Committee with Koff recommendations. Director Hoffman noted that options are still being explored and will come back, so a decision is not needed at this point, but discussion should continue.

Director Ramirez questioned positions in Accounting, and Mr. Jagers explained discrepancies between the proposed organizational chart and the classification plan.

Director Ramirez noted the elimination of the Assistant Director of Operations and asked about career ladder opportunities. Mr. Jagers explained the placeholder and that the career ladder has been exercised, and assured the Committee that the structure to promote is in place on a five-year horizon.

Director Ramirez expressed concern about the engineering positions.

## **7. Discussion of Management Employee Group, Confidential Employee Group**

General Manager Jagers advised that a member of the confidential management group indicated need for understanding and an approach to moving forward in negotiations. There are contracts with certain individuals but there is not a baseline starting point for the District's approach to staff groups, he said. This is the opening dialogue, Jagers stated.

Director Ramirez recalled that the management contracts were revised a few years ago, and asked about concerns or special requests.

Mr. Jagers indicated that there are a few contracts ripe for update. The desire is to maintain a consistent approach and avoid potential favoritism. At a previous Personnel Committee meeting discussion it was indicated that these contracts should be negotiated individually, Jagers pointed out.

Director Ramirez asked if any specific requests were made; Jagers said management-level benefits were broached. Ramirez directed staff to bring this back for the next meeting with focus on the request in order to avoid rabbit holes.

In response to Director Hoffman, Mr. Jagers indicated that the requestor had spoken to at least one other individual in their category, but at the moment is not representing any other employee. As far as the District's obligation to respond, Jagers said, at some point the contracts will need to be updated with consistency across the board.

#### **8. 2022 Operating Budget Update and Timeline**

Ms. Foley explained this is an ongoing item to review the status of the budget. Dr. Manini reviewed the budget timeline and noted the addition of the Nov. 22 special meeting of the Finance & Audit Committee.

#### **9. 2021 YTD Summary of District Safety**

Mr. Jagers reminded the Committee about the request for a safety update and introduced the informational report.

Director Ramirez said he appreciated the report and continued progress. He noted that communication is infiltrating to the staff level.

Director Hoffman pointed to worker's compensation injuries and asked if four injuries in one year is typical. Ms. Foley indicated a more detailed report would be available at the end of the year, and these cases are still open. In comparison with water districts of similar size, BCVWD does well, she said.

Ms. Foley advised that she has a meeting with the ACWA JPIA risk manager tomorrow. She assured that staff is always looking toward prevention and identifying patterns. Director Hoffman inquired about any action to be taken to prevent similar occurrences; not with these items, Foley responded. She assured that every injury and every near miss is examined.

#### **10. 2021 Summary of District Professional Development**

General Manager Jagers reviewed the report and noted that various trainings (mandatory and non-mandatory) are ongoing and moving forward.

Director Ramirez inquired about maintenance of water certifications. Mr. Jagers advised that the situation with COVID-19 is making it difficult to obtain certifications. The District is working with the classification study consultant to understand the levels of certification required for the jobs that are actually being performed. There has been difficulty with attracting staff at certain levels of certification and those are appropriate to title and description, Jagers said. The District is working to assure compliance with certification levels, he assured. Ms. Foley explained the testing backlog at the state level.

Director Hoffman asked about test detail. Ms. Foley indicated it is now a proctored online test, there are no in-person tests.

Director Ramirez requested a tracking and update for the next meeting.

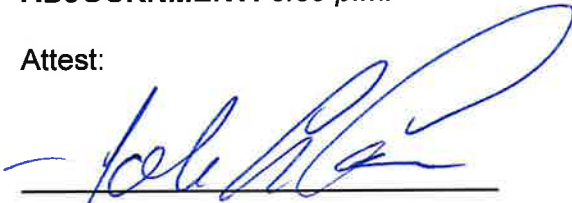
#### **11. Action List for Future Meetings**

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

**12. Next Meeting Date:** Monday, November 15, 2021 at 5:30 p.m.

**ADJOURNMENT:** 6:59 p.m.

Attest:



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