



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

MINUTES OF THE PERSONNEL COMMITTEE MEETING
Tuesday, September 20, 2022 at 5:30 p.m.

Meeting held in-person and via teleconference pursuant to California Government Code Section 54950 et. seq. and BCVWD Resolution 2022-27

CALL TO ORDER

Chair Covington called the meeting to order at 5:32 p.m.

Announcement of Teleconference Participation

Director of Finance and Administration Kirene Bargas, PhD, clarified that this meeting is conducted pursuant to California Government Code Section 54953 and BCVWD Resolution.

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>Director of Finance and Administration Kirene Bargas, PhD Director of Information Technology Robert Rasha Human Resources Administrator Sabrina Foley Management Analyst II Lorena Lopez Management Analyst I Erica Gonzales Administrative Assistant Cenica Smith</i>
<i>BCVWD Employee Association reps:</i>	<i>Water Utility Supervisor Julian Herrera</i>

PUBLIC INPUT: *None.*

ACTION ITEMS

1. Adjustments to the Agenda:

Dr. Bargas requested continuance of items 9a and 9b.

2. Acceptance of the Meeting minutes

a. August 16, 2022

The Committee accepted the minutes of the Personnel Committee meeting by the following vote:

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

3. Report / Update from BCVWD Employees Association: No Report.

4. Report / Update from Exempt Employees: No Report.

5. Report from Human Resources Department

Human Resources Administrator Sabrina Foley presented the report. She noted the full-time employee count is 38, not 39 as indicated in the staff report.

6. Annual Employee Engagement Survey Results

Ms. Foley reminded that the survey is performed annually and measures the emotional investment that an employee has in the organization and how much discretionary effort they are willing to give in their role. Data is used to determine HR priorities for the next year. The District has been certified as a Great Place to Work for the second year in a row.

Foley reviewed the report and noted that the District is still scoring higher than average but has trended down from last year. Overall, engagement is very high, she advised.

In response to Director Covington, Ms. Foley indicated that the survey allowed general comments and she reviewed some of the comments. Covington highlighted some of the comments and asked what would be done with the survey.

Ms. Foley explained that HR will look for opportunities for improvement and make recommendations to take to the Board for action.

Chair Covington invited comment. There was none.

7. Update: BCVWD 2023 Operational Budget

Dr. Bargas reported that the budget is on target. She pointed out a change in dates on the budget timeline.

Per the Committee's request, the organization chart has been updated to include the number of employees in each position, Bargas noted. Covington acknowledged that the new report offers a better picture.

Staff has not yet met with the General Manager on the personnel budget as information is pending from the workforce planning consultant, the Mejorando Group, Bargas advised.

8. Update: Workforce and Succession Planning Project

Human Resources Administrator Sabrina Foley explained that Phase 1 of the project is approximately 91 percent complete. The consultant met with Board members individually for input.

Foley explained that the next steps are a meeting with the General Manager to debrief on those items and the focus of the project. The consultant was on site on August 4th. HR will meet with the consultant on the 28th and one additional on-site day will be planned. There is a delay in Phase 1 completion due to consultant illness.

Chair Covington reported that he met with the consultant, who absorbed useful feedback. Ms. Foley said the project is going well and the District will have a customized program with solutions rather than a cookie-cutter report. She said she expected delays in the second and third phase of the project depending on the consultant's availability around the holidays; there may be some carryover, especially with implementation. Covington expressed concern that the information would be needed for budgeting.

Covington invited comment. There was none.

9. Policies and Procedures Manual Updates / Revisions

Items 9a and 9b were continued to a future meeting. In response to Director Covington, Foley assured that all had been reviewed by legal counsel

Human Resources Administrator Sabrina Foley reviewed the policies.

Policy 3095 Pregnancy Disability Leave: Ms. Foley advised that the proposed changes consisted of significant updates from legal counsel. She highlighted the changes.

The Committee recommended moving this policy forward to the Board for consideration by the following vote:

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

Policy 3096 Lactation Accommodation. Ms. Foley explained the policy was provided by legal counsel and the majority of the policy is pursuant to Labor Code. Management Analyst II Lorena Lopez explained that for compliance, the District will need to add locks to the doors.

Director Covington invited comment. There was none.

The Committee recommended moving forward this policy to the Board for consideration by the following vote:

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

10. Action List for Future Meetings

- *Employee Association topics (none added)*
- *Policy manual updates (ongoing)*
- *Status of Succession Planning*

11. Next Meeting Date: Tuesday, October 18, 2022, at 5:30 p.m.

ADJOURNMENT: 6:08 p.m.

Attest:



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