



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

MINUTES OF THE PERSONNEL COMMITTEE MEETING
Tuesday, February 21, 2023 at 5:30 p.m.

CALL TO ORDER

Chair Covington called the meeting to order at 5:30 p.m.

Attendance. Directors Covington and Ramirez attended in person.

<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 Information Technology Robert Rasha Director of Operations James Bean Human Resources Administrator Sabrina Foley Senior Management Analyst Sylvia Molina Civil Engineer Associate I Daniel Baguyo Management Analyst I Erica Gonzales Management Analyst II Lorena Lopez Engineering Assistant Evan Ward Administrative Assistant Cenica Smith</i>
<i>BCVWD Employee Association reps:</i>	<i>Water Utility I Joshua Rogers Water Utility Supervisor Julian Herrera</i>

PUBLIC COMMENT: *None.*

ACTION ITEMS

- 1. Adjustments to the Agenda:** *None.*
- 2. Acceptance of the Meeting minutes**

- a. January 17, 2023

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

MOVED: Covington	SECONDED: Ramirez	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 highlighted internal promotions. Mr. Jagers reminded about the Board's approval of the new cross-connection control position and Mr. Bean provided some detail.

Director Covington noted the communications efforts from the HR department.

Jagers noted that the staff now includes two Notaries Public.

6. Discussion of Employment Agreements for Exempt Employees

General Manager Jagers recalled that the contracts issue arose during prior discussion and provided background. A meeting was held with exempt staff to ascertain top priorities:

- Exempt employee contracts do not address COLAs and it is not in policy. Traditionally, it was tied to the CPI but now there is a minimum and a maximum cap. There is a disconnect. If the agreement does not specifically address, it reverts to policy, but there is no policy. If it is going to be modified in the MOU, there should be a parallel in the language. He recommended a policy rather than individual contract language.
- Consider hybrid (remote) schedule for non-customer-facing roles. Jagers provided a handout published by the CSMFO (by Liebert Cassidy Whitmore [LCW]) and noted there are benefits, but a lot of liabilities. He said he did not think the District was ready to bring anything forward at the moment. Ms. Lopez pointed out that LCW is a law firm that specializes in human resources and presented at the CSMFO conference. HR Administrator Sabrina Foley will be attending a webinar tomorrow. Ms. Foley reviewed some of the benefits and risk of hybrid work. Director Covington said he expected Ms. Foley to share any findings from the webinar with General Manager Jagers, and requested an update from the GM. Jagers pointed out that a hybrid schedule could help alleviate some of the office space issues.
- Memorializing the 4/10 work schedule in writing
- Clarify whether the documents are an agreement or an employment contract
- Review and update job titles on the agreements

Jagers said the contract has been used for the last few hires and the format is satisfactory. Director Covington reminded that the look at contracts was at his request. As a committee, the role is to ask the GM to update the contracts to assure language meets the legal standard. It is the GM's role to formalize those contracts with the affected staff members. He suggested that at some point elements such as remote work policy need to go back to the Board in closed session. Jagers cautioned that a vehicle to warrant closed session would be necessary.

Covington stated that the GM should create a high-level redline with legal counsel and bring it to the Board in closed session. For this to move forward, he continued, there is only so much that can be done in open session. He assured that this is not about renegotiating employees' contracts.

Mr. Jagers noted that the hybrid work schedule and COLA are policy direction from the Board. Updating of titles does not require Board action. Jagers assured Covington that the direction was clear, and he will consult with legal counsel.

7. Report: BCVWD Deferred Compensation Plans

Ms. Foley reminded that additional follow up had been requested by Director Ramirez. She reviewed the new information in the staff report and advised that the current plan provider is satisfying the fiduciary responsibility to issue a responsible plan.

A poll of staff regarding satisfaction with the plan resulted in response of either satisfied or unable to participate in the plan, she said.

Foley said her assessment showed that the District is receiving the best management fees via CalPERS. There are other plans available, she added.

Mr. Jagers said he felt that the method sought by Director Ramirez had been achieved, and noted that a low number of staff members participate in the plans. The terms of the old plan were better, so many have stayed with the older plan. Director Covington asked about the cutoff date of the older plan, Foley said she believed it was 2016-2017. Jagers speculated that the PEPRA legislation may have had an impact. Ms. Molina confirmed.

Director Ramirez indicated he was satisfied. Staff recommends no change.

8. Update: Workforce and Succession Planning Project

Human Resources Administrator Sabrina Foley updated the Committee on the project schedule. A rough draft report has been received, and final report submittal is expected on the 28th. The Mejorando Group is not available to do a presentation at the March Board meeting, she advised, but is available for the April Regular Meeting.

Jagers advised that there are areas he needs to discuss with the Mejorando Group. Covington pointed out that he had reminded them a couple of times of his expectations. Ms. Foley also assured that staff has communicated. Covington directed staff to take the time necessary work out nuances of the report and requested the draft report come to the Personnel Committee for a recommendation to move to the full Board. Director Ramirez stated that if staff is not getting traction with the consultant, at the next meeting, advise the committee and part ways.

Director Covington asked for clarification, and Mr. Jagers indicated that staff is working to assure that the draft report matches the proposal.

Ramirez restated that if the consultant is not performing, to cut it and move forward.

9. Annual Report: Performance Evaluation Compliance

Ms. Foley reviewed the report and noted 100 percent compliance. Mr. Jagers added that there will be software implemented to solidify and streamline the process.

10. Annual Report: Employee Turnover

Ms. Foley indicated this is a new annual report and explained that turnover is a huge metric for human resources regarding employee engagement and success as an organization. She pointed out that there have been unusual worldwide events to keep the data in context. She explained the implications of turnover.

In general, District turnover has been 14 to 15 percent but there has been increase. She pointed to workforce pressures and explained the use of a contingent workforce during this time, and temporary staff results in higher turnover. She also reminded about The Great Resignation period from 2021 and is ongoing.

In response to Covington, Foley confirmed the numbers include the part time and temporary staff. Pulling those out, the figure would be around 14 percent.

Mr. Jagers added that the impact of 2023 would be the completion of the AMR/AMI project. He also pointed to the reclassification / compensation activity and said he would not be surprised if the update to the pay scales created competitiveness. At some point, full time staff will be needed, he noted. He talked about potential projects. Ms. Foley made some recommendations such as career pathways, and an equity, diversity, and inclusion program.

11. Policies and Procedures Manual Updates / Revisions

Human Resources Administrator Sabrina Foley reviewed the proposed new policies, recommended by the CSDA.

Policy 3121 Infectious Disease Control: Foley and Jagers touched on regulatory guidelines. Director Ramirez asked if it was applicable to staff only or staff and the Board. Ms. Foley responded it is staff but there is reference to other policies.

Policy 3122 Workplace Violence: Ms. Foley said this is an important risk management strategy. Most language is taken from the CSDA sample policy. Jagers pointed out sections on suspicious behavior and possession of firearms. Covington recommended excluding the District residences.

Foley confirmed for Director Ramirez that this has been vetted by legal counsel.

The Committee recommended moving forward Policy 3121 and Policy 3122 to the Board for consideration by the following vote:

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

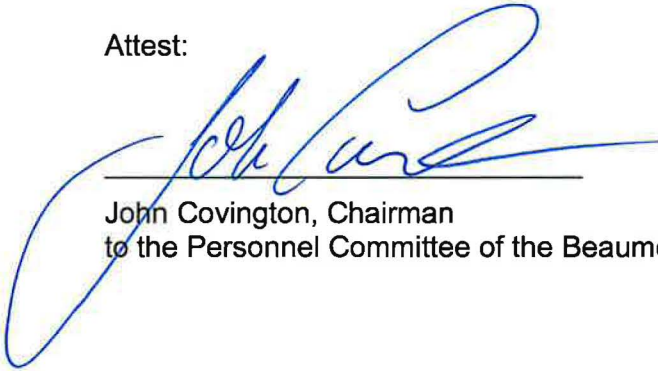
12. Action List for Future Meetings

- *Employee Association topics (none added)*
- *Policy manual updates (ongoing)*
- *Status of Workforce and Succession Planning*
- *Review exempt employee standard contract*
- *Annual performance evaluation compliance report*

13. **Next Meeting Date:** Tuesday, February 21, 2023, at 5:30 p.m.

ADJOURNMENT: 6:37 p.m.

Attest:



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