



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

MINUTES OF THE PERSONNEL COMMITTEE MEETING
Tuesday, June 20, 2023 at 5:30 p.m.

CALL TO ORDER

Chair Covington called the meeting to order at 5:33 p.m.

Attendance. Directors Covington and Williams attended in person.

<i>Directors present:</i>	<i>Covington, Williams (alternate)</i>
<i>Directors absent:</i>	<i>Ramirez</i>
<i>Staff present:</i>	<i>General Manager Dan Jagers Director of Finance and Administration Kirene Bargas, PhD Director of Information Technology Robert Rasha Finance Manager Bill Clayton Senior Management Analyst Sylvia Molina Management Analyst II Lorena Lopez Management Analyst I Erica Gonzales Administrative Assistant Cenica Smith</i>
<i>BCVWD Employee Association reps:</i>	<i>Senior Water Utility Worker Andrew Beccera</i>

PUBLIC COMMENT: *None.*

ACTION ITEMS

1. Adjustments to the Agenda: *None.*

2. Acceptance of the Meeting minutes

a. May 16, 2023

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

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

3. Report / Update from BCVWD Employees Association: *None.*

4. Report / Update from BCVWD Exempt Employees: None.

5. Report from Human Resources Department

Dr. Bargas presented the report.

In response to Director Covington, Dr. Bargas cross-referenced Table 5 Recruitment, with Table 2 New Hires. General Manager Jaggars added some detail on specific positions and acknowledged the work of staff on recruitments.

Director Covington asked about the communication regarding the Beaumont Library Summer program, and Dr. Bargas indicated it was an informational item for those who live in Beaumont. Mr. Jaggars added that the District is trying to communicate these types of opportunities to staff.

6. Discussion of Remote Work Status

General Manager Jaggars provided a brief recap of discussion at the last meeting. He stated his recommendation is to continue to support activities that require remote work for families but not create a formal policy. He would like to understand the experience of other agencies which have recently created such policies, he explained. He offered flexibility on a case by case basis as the need arises.

Director Williams pointed out that work from home makes it difficult to focus. She said she is inclined to support as-needed rather than a hybrid schedule.

Director Covington said this will need to run the course, but understood that Mr. Jaggars would support some type of remote work if there were a specific need or circumstance.

Mr. Jaggars briefly explained the post-COVID-19 situation and said the scenario has not been implemented perfectly in the past year and noted there have been inconsistencies. The move forward is to provide opportunity for remote work when the need arises, he said. The goal is to clearly set expectations that staff works full time, but it makes sense to have some flexibility at times, and that may create undue hardships, but that is a management-level activity on an as-needed basis, he stated. Combining direction from the Board with honest and healthy response for staff and trying to find common ground will be refined further as perspective is gained.

A reorganization is on the Board agenda this week, Jaggars continued, and once that is complete the team can collaborate to find the healthiest place, while respecting the Board's direction. He emphasized consistency in application of the opportunities.

Director Covington asked if there was need for remote work, rather than it being based on convenience. Mr. Jaggars provided an example: he will be working half a day remote then attending a funeral.

Director Covington pointed out that a policy that binds the District to obligations may not work for specific situations. Flexibility at the discretion of the general manager has benefit, he stated.

Ms. Lopez said she appreciated the open discussion and the general manager's flexibility. She said she is satisfied with the discussion.

Director Covington said he understood the need for flexibility and offered final comments.

7. Request for Restrooms for Field Staff

Mr. Jagers described the need for a reasonable portable restroom to take to job sites. This is a management level item and if the cost is within the general manager's purchasing authority and there is a budget available, there will be an opportunity. He advised the staff that there is cognizance of their needs and will make sure they have good facilities. The situation is being considered, he assured.

8. Policies and Procedures Manual Updates / Revisions

Policy 3235 Military Leave: Dr. Bargas introduced the proposed new policy. It has been reviewed by legal counsel, and was provided to the MOU group, she noted.

Personnel Committee members Williams and Covington discussed the following elements of the proposed policy:

- Volunteer firefighter: No length of time specified for eligible leave responding to a fire
- Cost to the District: Define absence with or without pay
- Clarify the law related to returning to work after military leave / ability to return to the job as provided by law
- Further clarify paid / unpaid leave
- Assure employees are properly covered; that is important while serving in any capacity
- Some punctuation and capitalization errors

Director Covington indicated he would like to review the State law and go from there. He said he is not comfortable adopting something just because it is a CSDA or other agency policy. Mr. Jagers suggested a summary from legal counsel.

Management Analyst II Lorena Lopez shared the District's recent experience with an employee serving active duty with the Coast Guard Reserve. The employee was on unpaid military leave for about a year and a half. The District continued to cover his benefits, and the employee continued to accrue vacation, holidays, and sick time. The employee paid for his elected benefits, she added.

Mr. Jagers said the policy would be brought back for further review.

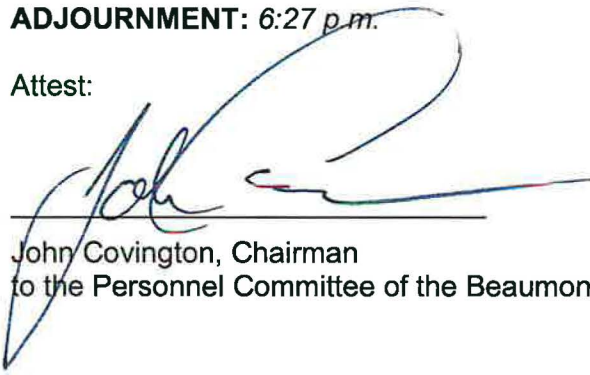
9. Action List for Future Meetings

- *Employee Association topics*
- *District residences*
Chair Covington noted that District residences items that are not applicable to the Personnel Committee should not be on the agenda. He directed staff not to install an employee in the vacant residence until it meets standards of safety.
- *Policy manual updates (ongoing)*

10. Next Meeting Date: Tuesday, July 18, 2023, at 5:30 p.m.

ADJOURNMENT: 6:27 p.m.

Attest:

A handwritten signature in blue ink, appearing to read 'John Covington', is written over a horizontal line.

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