



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

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

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**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 Assistant Director of Finance and Administration Sylvia Molina Human Resources Manager Ren Berioso Director of Information Technology Robert Rasha Management Analyst II Lorena Lopez Water Utility Superintendent Julian Herrera Administrative Assistant Cenica Smith</i>
<i>BCVWD Employee Association reps:</i>	<i>Water Production Operator II Joshua McCue Tommy LaMont Maintenance Technician</i>

**PUBLIC COMMENT:** None.

**ACTION ITEMS**

- 1. Adjustments to the Agenda:** None.
- 2. Acceptance of the Personnel Committee Meeting minutes**
  - a. October 17, 2023 Regular Meeting
  - b. November 6, 2023 Special Meeting

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

<b>MOVED:</b> Ramirez	<b>SECONDED:</b> Covington	<b>APPROVED</b>
<b>AYES:</b>	Covington, Ramirez	
<b>NOES:</b>	None.	
<b>ABSTAIN:</b>	None.	
<b>ABSENT:</b>	None.	

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

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

5. **Report from Human Resources Department**

Human Resources Manager Ren Berioso presented highlights of the report:

- Currently 44 employees
- Active recruitments ongoing
- Great Shakeout Earthquake Drill held on October 19

6. **Update on Policy Tracking Matrix**

Human Resources Manager Ren Berioso reviewed changes in the policy status summary.

Policies not related to personnel were transferred off the Matrix and over to Finance and Administration, and IT, resulting in an update to completeness to 54 percent, he said.

Mr. Berioso recommended addition of two new policies:

- Transfers and Voluntary Demotion
- Resignations and Job Abandonment

In response to a question from Director Ramirez, General Manager Jagers said these issues do arise and such policies provide a template as the District grows in size.

Mr. Berioso reviewed the list of upcoming policy work and suggested the potential for presenting four policies per month, with a goal of project completion at the end of 2024. Chair Covington indicated support and said the Committee would do its best to accommodate the work depending on higher importance additions to the agenda and complexity of specific policies. Director Ramirez concurred. Mr. Jagers reminded that staff has heard the request for streamlining meetings.

The tracking dashboard and matrix will be presented monthly, Mr. Berioso noted.

*The Committee approved:*

1. *Changes to the summary table for the regular monthly Committee reporting:*
2. *Addition of two policies to the Policy Tracking matrix worksheet*
3. *Policies pending review in the next one to three months*

*by the following vote:*

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

## **7. Policies and Procedures Manual Updates / Revisions**

Mr. Berioso reminded about discussion of these policies at the November 6 meeting, and the Committee's direction to move them to the Board for approval. However, the Committee had requested a format, he noted, and presented options.

### Policy 3235 Military Leave:

Mr. Berioso reviewed the options and the Committee provided recommendations, acknowledging that the Board would make the final decision from among the options.

- Provision of health care insurance protection during military service:
  - Director Ramirez supported retaining the provision. Chair Covington concurred.
- Pay Differential:
  - Chair Covington acknowledged the potential financial impact and indicated support for offering the pay differential. He pointed out that the District would already have budgeted for that staff member.

Following discussion, the recommendations of the Personnel Committee to The Board of Directors were:

- Retain the provision of health care insurance protection during military service to avoid interruption
- Present the option of providing a pay differential

Policy 3110 Jury and Witness Duty: Mr. Berioso advised that, by law, temporary employees should be included in the provisions of the policy, as those employees must also be provided excused absences to perform jury or witness duty. However, the District is not obligated to provide any form of compensation. Chair Covington acknowledged. Mr. Berioso added that part time or temporary employees could use their sick leave or vacation leave, or would have unpaid leave for the absence.

Mr. Berioso reminded the Committee that the options of having paid leave of 40 hours vs. 24 hours was for just the full time employees.

Assistant Director of Finance and Administration Sylvia Molina advised that moving forward, each policy would be addressed in an individual staff report. Director Ramirez requested the staff reports be concise and not repeat all information for the Board.

The Committee recommended moving Policy 3110 to the full Board for consideration.

## **8. Acknowledgement of Great Place to Work Certification**

Mr. Berioso advised of the award, which the District has received for the third consecutive year. He reviewed the survey results.

Director Ramirez requested further discussion at a later time on the categories of promises made by management and communication.

General Manager Jagers noted that prior to having the Personnel Committee, the District had no benchmarks to consider where activities should be focused to improve.

He emphasized that if staff or management see areas for improvement in communication to let the Committee know and to provide feedback related to the management promises so feelings can be understood and addressed in order to create a more positive environment. Chair Covington cautioned to put some bookends on that.

Ms. Molina pointed to her effort to implement an internal outreach committee and expand collaboration. She advised of a new newsletter and Mr. Jagers advised of new monthly Engineering and Operations meetings which have improved understanding and provide a faster way to move forward.

Chair Covington reminded that he and Director Ramirez established the Personnel Committee in 2016. He commented on its work over the past few years and noted that there has always been passion to make sure employees are taken care of. There will always be policies that are disliked, but the Committee will do its best for the District, he said. He stated that he hoped the work had been noticeable, and that there is value to the Committee and the directors' involvement in shaping policy for the betterment of the District as a whole and to make sure the employees have some level of Board representation.

The survey done last year had some issues, Covington commented.

Director Ramirez added that having Water Utility Superintendent Julian Herrera present to be able to disseminate the information is important to the Committee. The challenge will be in explaining the benefits to new employees so there is not a sense that things are in poor condition, he stated. Mr. Herrera acknowledged and noted that the older staff tries to communicate and educate, emphasizing the team effort. He commented on action seen in the last few years.

Chair Covington suggested an internal dashboard to provide information for all employees. Director of IT Robert Rasha explained the department is working on an intranet to launch in 2024. All field staff now have a tablet with access to email and web services, he advised. Chair Covington requested progress updates.

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

- Employee Association topics: none added
- Policy manual updates (ongoing)
- Policy Updates related to travel and per diem (requested by Dir. Williams)

#### **10. Next Meeting Date:**

- Regular Meeting Tuesday, January 16, 2024, at 5:30 p.m.

**ADJOURNMENT: 6:27 p.m.**

Attest:



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