



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

**MINUTES OF THE PERSONNEL COMMITTEE MEETING**  
**Tuesday, January 16, 2024 at 5:30 p.m.**

**CALL TO ORDER**

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

*Attendance.* Directors Covington and Williams attended in person.

<i>Directors present:</i>	<i>Covington, Williams (alternate)</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 Water Utility Superintendent Julian Herrera Water Production Operator II Jeremy McCarty Water Utility Worker I Joshua Rogers Executive Assistant Lynda Kerney</i>
<i>BCVWD Employee Association reps:</i>	<i>Senior Water Utility Worker Andrew Becerra Customer Service Representative II Luis Lomeli</i>

**PUBLIC COMMENT:** None.

**ACTION ITEMS**

- 1. Adjustments to the Agenda:** None.
- 2. Acceptance of the Personnel Committee Meeting minutes**
  - a. November 6, 2023 Special Meeting
  - b. November 21, 2023 Regular Meeting

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

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

**3. Report / Update from BCVWD Employees Association:**

The employee representatives requested consideration of the restroom facilities at the Cat House in preparation for summer, and a more permanent solution for a “home” for the field crew. Mr. Jagers reported that he had been in communication with the Field Supervisor and plans were in progress.

Chair Covington added this to the items for future discussion.

**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 42 employees
- District Engineer Joe Richenberger has 17 years with the District
- Two open positions were filled in December

**6. Policies and Procedures Manual Updates / Revisions**

Human Resources Manager Ren Berioso presented the proposed revisions.

a. Policy 2015 Harassment

- Titles added
- Applicable to vendors
- Additions by legal counsel
- Clarified responsibilities
- Deleted right to receive a summary of the investigation
- Expanded section on retaliation

Chair Covington asked for employee comments. There were none.

Chair Covington pointed to the comments from Legal Counsel. He noted that the section 2015.5 on other forms of harassment is too broad and general and recommended striking that section. Director Williams agreed.

Chair Covington stated that he was not comfortable with the complaint process as outlined in section 2015.6 as it is confidential. He suggested condensing the process to *the immediate supervisor, the HR Department, and the General Manager or designated appointee as soon as possible after the incident*. Director Williams concurred with the elimination of the Director of Finance and Administration from the process.

Covington suggested moving the content of section 2015.7 under 2015.6. General Manager Jagers made suggestions and the Committee discussed the process.

*The Committee directed staff to work on the policy language and return with revisions to the Personnel Committee.*

b. Policy 3070 Holiday Pay

Mr. Berioso reviewed changes and noted that feedback had been received from field staff regarding holiday pay. Language now aligns with the MOU regarding hours worked on holidays.

Several exceptions are suggested to the policy requiring an employee to work the day before and the day after a holiday to be eligible for holiday pay, Berioso explained. The Committee found the exceptions acceptable.

*The Committee recommended this policy for consideration by the Board of Directors by the following vote:*

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

c. Policy 3085 Sick Leave

*Chair Covington tabled this item to a future meeting.*

d. Policy 3122 Workplace Violence

Mr. Berioso explained that this policy is being amended due to Senate Bill 553, which was enacted in response to rising cases of workplace violence in California. He listed the bill's requirements, all of which have been placed in the policy and recommended by legal counsel.

Mr. Berioso reviewed the proposed revisions and responded to questions.

Chair Covington pointed to 3122.14 noting that it would be a slippery slope for the District to become involved in restraining orders. Jagers reviewed the law and noted that the workplace "may" seek a temporary restraining order. Chair Covington expressed concern about liability and said he preferred the language be deleted; Director Williams concurred.

Chair Covington pointed to section 3122.4 regarding reporting all serious workplace violence incidents to Cal OSHA, as it would not appear to be a reportable incident. Mr. Berioso indicated it was added by legal counsel. Covington directed staff to strike the last sentence as it goes beyond Cal OSHA requirements. Committee members posited that workplace violence was different than workplace injuries. Jagers indicated staff would check on legal requirements.

*The Committee recommended this policy for consideration by the Board of Directors by the following vote:*

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

Chair Covington requested that a list of all current policies and each one in pdf format be provided to the Board. Mr. Jagers indicated that staff would provide the Policy Matrix with status, the updated (in new format) policies as approved by the Board, and the existing policies remaining. Hard copies will be produced upon request.

### 7. Update on Policy Tracking Matrix

Mr. Berioso reviewed the dashboard and advised that progress had been made to 56.96 percent completeness for HR policies, and 38.73 percent overall. He pointed to the list of policies currently in development and explained priorities.

### 8. Action List for Future Meetings

- Employee Association topics
  - Restroom facilities for field crew
  - Permanent operations center (move forward in 2024)
- Policy manual updates (ongoing)
- Policy Updates related to travel and per diem (requested by Dir. Williams)

### 9. Next Meeting Date:

- Regular Meeting Tuesday, February 20, 2024, at 5:30 p.m.

**ADJOURNMENT:** 6:32 p.m.

Attest:



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