



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

MINUTES OF THE PERSONNEL COMMITTEE MEETING
Tuesday, March 19, 2024, at 5:30 p.m.

CALL TO ORDER

Chair Covington called the meeting to order at 5:33 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 Director of Operations James Bean Human Resources Manager Ren Berioso Director of Information Technology Robert Rasha Water Utility Worker I Joshua Rogers Executive Assistant Lynda Kerney</i>
<i>BCVWD Employee Association reps:</i>	<i>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. January 16, 2024, Regular Meeting

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:

- a. Field staff facilities / restrooms / base of operations – update: General Manager Dan Jagers reported that the employees’ request is being investigated and there may be several different approaches. A potential solution is expected to be developed in the next couple of weeks. In response to questions from Chair Covington, Mr. Jagers indicated that portable facilities are being considered, but a permanent location and permanent facilities are desired.

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
- Recruitment has been busy with 13 positions opened and all but one filled

6. Policies and Procedures Manual Updates / Revisions

Human Resources Manager Ren Berioso presented the proposed revisions.

- a. Policy 2015 Harassment

This policy was carried over from January, Chair Covington reminded.

Mr. Berioso provided a brief background from the January meeting and reviewed changes based on proposals from the Personnel Committee.

- Other Forms removed per legal counsel
- Removed Department Director and Director of Finance and Administration from the complaint process
- Added language allowing Personnel Committee to hire an outside firm or consultant if the complaint involves the General Manager

Chair Covington commented that the changes made were consistent with the recommendations made by the Committee.

In response to Director Ramirez, Mr. Berioso confirmed that if the complaint is about the GM, it will be directed to the Personnel Committee, which may recommend to the Board the hiring of a consultant to investigate. If a supervisor has a complaint against a director, the item goes to the GM. Mr. Jagers reminded about a case when HR Dynamics was consulted and provided a level of professionalism.

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

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

b. Policy 3085 Sick Leave
(Tabled at the January 16, 2024, meeting)

Mr. Berioso provided an overview of the proposed changes to improve the language, bring it into compliance with California labor law, and mitigate risks of Workers Compensation.

- AB 1041 adds a “designated person”
- SB 616 increases sick leave accrual for those reaching the 200th day of employment from 24 hours to 40 hours (applicable to temporary and part time employees)
- Supervisors may require a doctor’s note for those employees absent from work due to illness beyond three days
- May use paid sick leave for preventative care
- Part time employees may carry over only 40 hours of paid sick leave to the next year
- Sick leave is only paid out upon retirement
- Sick leave accrual reset upon rehire
- 90-day waiting period to use sick leave
- 50 percent of accrued sick leave can be used for a family member

Director Ramirez asked about the longevity of temporary employees, and Mr. Berioso indicated that employees have been temporary for up to seven or eight months. Mr. Jagers noted the goal is six months. The administrative approach is based on need, he explained.

The Personnel Committee discussed sick leave accrual and carryover, the requirement of a doctor’s note to return to work, and notification requirements.

The Committee recommended the following amendments to the draft policy:

1. District **shall not** pay out unused sick leave upon separation, with the exception of retirement
2. ... unless the employee is rehired within ~~one year~~ six months of separation
3. Notification of supervisor at least two hours prior to the time for beginning the regular workday. Extenuating circumstances will be reviewed and approved by management
4. Medical certification to return to work after sick leave absence in excess of three days shall be required. Extenuating circumstances will be reviewed and approved by management

Chair Covington tabled the item. Staff will prepare an updated redline version.

c. Policy 3170 Smoke Free Workplace and Tobacco Use

Mr. Berioso introduced the consolidation of Policy Part I Section 40 and Section 41. Chair Covington and Director Ramirez supported updates aimed at promoting a healthier workplace, leading to a consolidation of existing policies.

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

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

d. Policy 3150 District Vehicle Usage

The revisions aimed to improve safety measures and reduce liability were reviewed, with Chair Covington facilitating a focused discussion on enhancing policy clarity and accountability. The Committee held a detailed discussion related to employees being insurable.

The Committee directed staff to amend the draft policy to reflect “Employees who are required to drive District-owned vehicles who become uninsurable shall be terminated pending review of extenuating circumstances by the General Manager” or similar language to be provided by legal counsel.

e. Policy 3151 Personal Vehicle Usage

It was noted the policy was misnumbered on the agenda.

Mr. Berioso explained the revisions to Policy Manual Part I Section 38.

In response to a comments, Assistant Director of Finance and Administration Sylvia Molina indicated that tolls were not reimbursable.

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

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

f. Policy 3220 Recruitment, Selection and Onboarding

It was noted the policy was misnumbered on the agenda.

Mr. Berioso explained additions to the existing policy including compliance with SB 700 (cannabis use and preemployment medical exam), employment eligibility verification, and more detailed procedures. Director Ramirez examined the implications of the new cannabis regulations, ensuring comprehensive and compliant policy revisions.

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

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

- g. Policy 5095 District Residences and Facility Emergency Policy
It was noted the policy was misnumbered on the agenda.

General Manager Jagers introduced the policy. Staff has made no revisions and will take direction from the Committee, he noted.

Chair Covington said he had just one possible amendment requested an update on the policy action items in Section 5095.9. Mr. Jagers stated he believed all occupied residences are in compliance with the provisions. Issues that were present have been addressed, he assured. No lapses have been identified.

Chair Covington pointed to the procedures related to the Monthly Maintenance Fee and said he would like to see the procedures included in the policy. He recommended an audit of the restricted funds every three years. Mr. Jagers reminded that the report has been brought to the Board every year.

The recalculation of the 2.5 percent recovery basis is slated for every 10 years, Covington noted. Mr. Jagers noted that Policy Section 5095.8(5) indicates there will be an annual escalator applied to the Monthly Maintenance Fee, which triggers looking at the recovery basis. Ms. Molina explained that for home values, the 2022 valuations are applied, and could be looked at each year. Director Ramirez noted the estimated home value to be recalculated and the 2.5 percent cost recovery vs. the annual escalator tied to the CPI, suggesting it appeared to be contradictory. Mr. Jagers clarified.

Chair Covington stated that had amendments been needed, a redline could be brought back at a future meeting, but he had no recommended amendments.

7. Update on Policy Tracking Matrix

Mr. Berioso reviewed the dashboard and advised that progress had been made to 59.49 percent completeness for HR policies, and 40.14 percent overall.

Berioso requested direction from the Committee regarding Policy 324 Dress Code and Personal Standards. Mr. Jagers stated the goal was to have a professional appearance without severe restrictions and making some accommodations to not limit staffing. The Committee suggested a draft policy using tables for discussion purposes, with legal review prior to bringing it to the Committee.

8. Consideration of “Great Place to Work” or other Survey Tool

Mr. Jagers noted that surveys have been taken every year per direction of the Personnel Committee in 2017. The intent is to continue the third-party activity to report back for the Committee and the Board.

Mr. Berioso explained that other platforms are being considered. The Committee directed staff to come back with a recommendation.

9. 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)

10. Next Meeting Date:

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

ADJOURNMENT: 7:10 p.m.

Attest:



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