



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

MINUTES OF THE PERSONNEL COMMITTEE MEETING
Tuesday, June 18, 2024, at 5:30 p.m.

CALL TO ORDER

Chair Covington called the meeting to order at 5:35 p.m.

Attendance. Chair Covington and Committee Member 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 Information Technology Robert Rasha Director of Operations James Bean Human Resources Manager Ren Berioso Administrative Assistant Cenica Smith</i>
<i>BCVWD Employee Association reps:</i>	<i>None</i>

PUBLIC COMMENT: None.

ACTION ITEMS

- 1. Adjustments to the Agenda:** None.
- 2. Acceptance of the Personnel Committee Meeting minutes**
 - a. April 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:** 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 46 employees
- There were four new hires in April and May
- Three employee anniversaries were more than 10 years, and three were more than 20 years with the District
- Interviews are ongoing for one open recruitment

6. Policies and Procedures Manual Updates / Revisions

Human Resources Manager Ren Berioso presented the proposed revisions to the following policies:

- a. Policy 3180 Nepotism / Employment of Relatives and Fraternalization

Mr. Berioso reminded the Committee of prior discussion. He reviewed the revisions directed by the Personnel Committee and noted they were addressed.

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 3160 HIPAA Compliance

Mr. Berioso explained that legal counsel had offered the option to exclude this policy as the District is not the health care industry. HR staff recommends retaining the policy, as HIPAA is a universal law and could avoid any legal risk to the District should there be a breach of confidentiality. Chair Covington agreed it was reasonable.

Mr. Berioso outlined the proposed revisions. Director Ramirez pointed out the potential for termination and asked about policy necessity and the requirement for an employee to release personal health information. Chair Covington indicated that that he felt the District should have a policy. Mr. Berioso explained that Worker's Compensation claims may rely on this information to provide reasonable accommodation.

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.	

c. Policy 3185 Employee Separation

Mr. Berioso recommended additions to the existing policy due to insufficient guidance related to separations.

Chair Covington stated that elements he was looking for had been included. He requested inclusion for coverage of financial obligations a departing employee may owe to the District. He also suggested a mechanism to recapture training expenses if an employee leaves.

Director Ramirez confirmed that the policy also applies to the general manager.

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 3065 Reduction in Force

Mr. Berioso noted there are few revisions to reflect continuity with the MOU, add compliance with the WARN Act, and modernize language.

Director Ramirez asked for clarity on continuity of service. Mr. Berioso explained the restoration of accrual rate.

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.	

e. Policy 3200 Grievance Procedures

Mr. Berioso explained the recommendations to align with the current MOU.

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 3050 Volunteer Personnel Workers' Compensation

Mr. Berioso explained the minor changes including the addition of a section prohibiting retaliation. Director Ramirez asked if volunteers sign a release of liability. Mr. Jagers noted that there is a document which has such elements. Chair Covington directed staff to include language related to a waiver or release of liability, and asked if the District was obligated to provide Worker's Comp. Mr. Jagers indicated that if a volunteer is injured, they would not be releasing liability, it is an obligation. Mr. Berioso confirmed that legal counsel advised it is a requirement.

Chair Covington asked staff to determine if the coverage was legally necessary and to bring back the policy.

Director Ramirez recommended that volunteers sign an indemnification before starting work with the District.

7. Update on Policy Tracking Matrix

Mr. Berioso reviewed the dashboard and advised that progress had been made to 67.95 percent completeness for HR policies, and 56.03 percent overall.

The Committee acknowledged other departmental policies that do not come to the Personnel Committee.

8. Update: BCVWD 2025 Operational Budget Timeline

Ms. Molina introduced the timeline, now including key dates that impact the Finance and Audit Committee, Personnel Committee, and Board of Directors. Once all departmental requests are finalized, staff will bring those to the committees for review. Mr. Jagers noted that elements are still being worked through, as the District is currently performing a rate study and looking ahead five years.

Mr. Jagers noted that under the management of Ms. Molina, the budget process and organization is healthier and continually improving.

In response to Chair Covington, Mr. Jagers indicated that the target for adoption of the rate study is January 2025. The preference would be to not rely on expired rates, but it is more important to have an accurate projection and a well-informed public. In that event, the budget would have to be re-adopted in January, February or March, Covington noted. Once completion is closer, staff will have a better concept, Ms. Molina added.

Chair Covington asked if it was possible for the rate study to be adopted in November 2024. Mr. Jagers advised it would likely be January, as there are many elements to it, and the current schedule is tight.

9. 2024 Annual Employee Engagement Survey and District Certification Platform

Mr. Berioso reported that Great Place to Work (GPTW) has been selected to conduct the 2024 annual employee engagement survey. Staff reviewed other platforms and determined that based on cost benefit analysis and staff comfort and familiarity with the survey, GPTW was appropriate.

In response to Director Ramirez, Mr. Berioso indicated this is an annual expense. Mr. Jagers explained there is value in doing the survey and it provides transparency to the Board.

10. Action List for Future Meetings

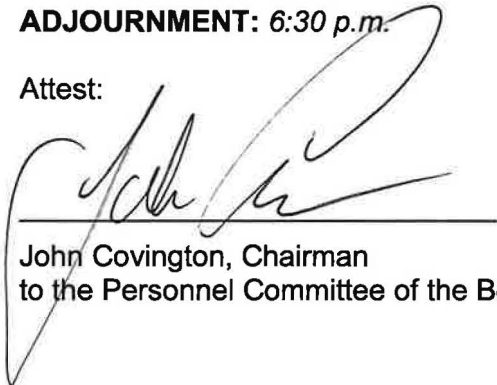
- Employee Association topics
 - Restroom facilities for field crew
 - Permanent operations center (move forward in 2024)
- Policy manual updates (ongoing)
- Policy Updates related to travel and per diem (requested by Dir. Williams)

11. Next Meeting Date:

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

ADJOURNMENT: 6:30 p.m.

Attest:



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