



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

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

**CALL TO ORDER**

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

**ROLL CALL**

<i>Directors present:</i>	<i>John Covington, Lona 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 Director of Information Technology Robert Rasha Director of Operations James Bean Human Resources Manager Ren Berioso Water Utility Superintendent Julian Herrera, Jr. Executive Assistant Lynda Kerney</i>
<i>BCVWD Employee Association reps:</i>	<i>Water Utility Worker I Luis Lomeli Maintenance Technician II Thomas Lamont</i>

**PUBLIC COMMENT**

Luis Lomeli reported that employees were updated on the status of the Operations Department building, and Mr. Herrera advised them of plans.

**ACTION ITEMS**

- 1. Adjustments to the Agenda:** Mr. Jagers pointed to a handout for Item 6b. This item has not been reviewed with the personnel representatives and may be circled back to the Employees Association.
- 2. Acceptance of the Personnel Committee Meeting minutes**
  - a. June 18, 2024, Regular Meeting

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

<b>MOVED:</b> Covington	<b>SECONDED:</b> Williams	<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

General Manager Jagers advised that the Board approved remodeling activities at the 12th and Palm location. It is not necessarily a long term solution, but the intent is to modernize the facility and quickly get back to having a location in the middle of the city with another restroom. Long term solutions need to be better, and are being actively pursued. He encouraged field staff to be on the lookout for appropriate space.

Chair Covington noted that there is buy-in from all directors, and the Board's position is if that money is to be spent, focus must be on a long-term, permanent solution. He assured that a few options had been explored and evaluated, and it has been a challenge to find suitable space.

Jagers added that the goal is to find a solution in the next few months, and noted that the project will be included in the rate study.

### 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
- One notable employee anniversary of 23 years with the District
- Interviews are ongoing for two current recruitments

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

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

- a. Policy 3050 Volunteer Personnel Workers' Compensation Insurance

Mr. Berioso reviewed the minor changes made as directed by the Personnel Committee, and a sample indemnification agreement as requested by Director Ramriez which was vetted by legal counsel.

Director Williams clarified that reporting for worker's comp would be offered within a certain time frame, and the agreement would be for anything else. Mr. Berioso said the agreement releases the District of liability once the person had exited the organization. Williams voiced concern regarding an injury still apparent after the volunteer's service; Mr. Jagers assured that injuries during service to the District were covered. The intent is to exclude a preexisting or post-developed condition.

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

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

b. Policy 3040 Letters of Recommendation

Mr. Berioso explained the importance of letters of recommendation and noted there is currently no policy guidance. He reviewed the policy. Chair Covington recommended a turnaround time frame of two weeks rather than four.

*The Committee recommended this policy with the change to two weeks for production of the letter 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 3105 Personal Leave of Absence

Mr. Berioso recommended changes to the existing policy to address situations where newly hired employees who are not yet eligible for protected leave may request leave for issues such as illness, childcare, or legal matters. There are no laws governing Personal Leave of Absence, he stated. Policy provides guidance, he noted.

In response to Chair Covington, Mr. Berioso discussed the definitions of regular employees and applicability as far as who would be covered under this policy.

Chair Covington asked what the minimum time request would be, i.e., one day, five days, etc. He said he liked the period of 30 days. Mr. Jagers provided examples of previous unpaid leave situations. Covington stated he would like to leave the discretion to administrative staff, not for the Board to dictate. There is no minimum, Jagers noted. Covington noted the process and cautioned about gray areas. Jagers noted the need to be able to make modifications as needed for new issues. It is written to allow for flexibility while giving guidance to staff, and the intent is not to make is so pinpointed that there is not flexibility to handle things.

Chair Covington acknowledged the intended use and cautioned about potential abuse. He noted the policy has no limit on number of requests that can be made.

When one of the team members has a legitimate struggle, the District would like to have a vehicle to get them through that while maintaining a positive relationship with the individual, Jagers stated.

Mr. Berioso reviewed the conditions: Leave of absence is generally unpaid unless the employee uses accrued sick, vacation, or admin leave hours; the position may be filled temporarily; health and other benefits may be continued; and accrual of seniority such as vacation and sick leave may be suspended. Chair Covington pointed to accruals and suggested further detail.

Mr. Jagers advised that a section on reinstatement was removed.

*The Committee recommended this policy with minor changes to 3105.6 for consideration by the Board of Directors by the following vote:*

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

d. Policy 3130 Conferences

Mr. Berioso explained the minor revisions to provide guidelines to assure effective use of District funds. He shared a handout with Plan B revisions for consideration.

Chair Covington asked if the revisions were acceptable to the employees, pointing out there is a separate Conferences policy applicable to the Board. Mr. Jagers acknowledged the carryover from one section to the other and said this was trying to correct that. This policy is meant to apply to personnel.

Chair Covington discussed the calculation of expenses and consideration of cost differential related to determination of the most economical travel. Covington recommended inclusion of consideration of employee's salary expenses in the calculation. Travel time is generally scheduled to be part of a workday, Ms. Molina explained. Mr. Jagers suggested just referencing "ancillary costs" and handling on a case by case basis.

Mr. Lamont requested clarification of vehicle travel. Mr. Jagers stated it would be either a company truck or personal vehicle. Covington suggested further clarification. Mr. Berioso pointed to the Policy on District Vehicle Usage. He recommended further review and bring back of the proposed policy.

Mr. Berioso referenced the handout and explained reimbursement conditions, which would require an employee to reimburse the District for conferences or training if they resign. Ms. Molina discussed some discretionary aspects and emphasized this protects the District. Chair Covington agreed with the concept to recover the District's money. Mr. Jagers and Mr. Rasha noted there may be legal complications.

Mr. Lomeli said he understood that conferences and training are investments, but said he feels strongly that although there may be situations where one could take advantage, there are many alternative instances. He encouraged more discussion.

Chair Covington directed staff to run the policy back through legal.

e. Policy 3140 Respiratory Protection Program

Mr. Berioso explained the few minor policy revisions.

*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.	

f. Policy 3175 Disciplinary Actions or Terminations

Mr. Berioso explained the aim of the policy revision is not only to establish clear and consistent guidelines for handling terminations in a fair manner, but also to mitigate any legal ramifications in the event of a wrongful discipline or termination. He detailed of the thorough revisions.

Committee members agreed that the three-day period for final administrative decision was reasonable.

Chair Covington asked about the appeal process time frame. Mr. Berioso noted it is five-days and reviewed the Skelly process. In response to Director Williams, Mr. Jagers provided examples.

Mr. Lomeli asked for specifics, and staff recommended revisiting the policy language.

**7. Update on Policy Tracking Matrix**

Mr. Berioso reviewed the dashboard and advised that progress had been made to 74.35 percent completeness for HR policies, and 59.57 percent overall.

Mr. Berioso reported he had spoken with the Director of Information Technology about IT policies being submitted to MISAC for them to review.

Other departments are also working on policies, he added. Once the Personnel Section is complete, the Operations Section will begin. There are eight policies scheduled for discussion at the next meeting.

**8. Action List for Future Meetings**

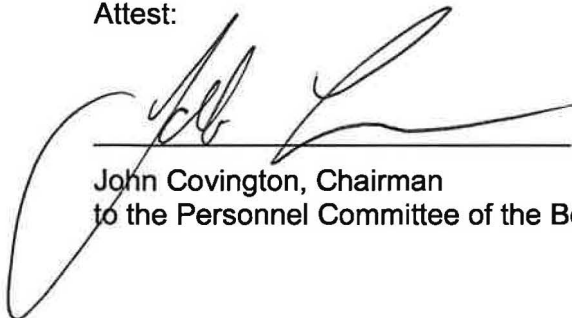
- Employee Association topics
- Policy manual updates (ongoing)
- Policy Updates related to travel and per diem (requested by Dir. Williams)

**9. Next Meeting Date:**

Regular Meeting Tuesday, August 20, 2024, at 6 p.m.

**ADJOURNMENT: 7:50 p.m.**

Attest:



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