



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

**MINUTES OF THE PERSONNEL COMMITTEE MEETING**  
**Tuesday, August 20, 2024, at 5:30 p.m.**

**CALL TO ORDER**

*Chair Covington called the meeting to order at 5:45 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 Human Resources Manager Ren Berioso Executive Assistant Lynda Kerney</i>
<i>BCVWD Employee Association reps:</i>	<i>None</i>

**PUBLIC COMMENT:** None.

**ACTION ITEMS**

- 1. Adjustments to the Agenda:** Mr. Jagers pointed to some handouts.
- 2. Acceptance of the Personnel Committee Meeting minutes**
  - a. July 16, 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:** 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
- One separation
- Hiring of a Temporary Water Utility Worker I
- An email was distributed on health care benefits

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

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

a. Policy 3130 Employee Training, Education and Conferences

Mr. Berioso reviewed the replacement of Part I Section 33 with Policy 3130 Employee Training, Education and Conferences. He noted the lack of consensus at the previous meeting, and the input of the Employee Group. This is a major overhaul of the policy, to align with other policies, e.g., Policy 4170 for the Board of Directors.

Per the last discussion, the expenses section was condensed and divided, Berioso continued. He pointed to the travel and transportation expenses, noting the District will pay the lesser expense of transportation. Non-reimbursable expenses were reviewed. Legal counsel recommended striking the proposed section on Reimbursement Expense Recovery Conditions.

In response to Chair Covington, Mr. Jagers explained that online training is used whenever possible as it is the most economical. This policy applies mostly to guide employees when they are away from the organization. Section 3130.1 verbiage was adjusted to include reference to online training.

*The Committee recommended this policy revision 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.	

b. Policy 3175 Disciplinary Action or Termination

Mr. Berioso explained replacement of Part I Section 42 with the addition of the five days for the Skelly hearing as discussed at the previous meeting.

*The Committee recommended this policy revision 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 5020 Environmental Health and Safety Program

Mr. Berioso recommended replacement of Part III Section 4 with Policy 5020. A top priority of the District is to ensure the wellbeing of the community and employees. Working with the Director of Operations, only two major changes were suggested: add HR as the entity to conduct investigations for any safety issue, and add a section on non-retaliation, he explained.

*The Committee recommended this revision 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 5005 Emergency Preparedness

Mr. Berioso explained the replacement of Part III Section I with Policy 5005. This policy is intended to provide an immediate program in the case of an emergency resulting from natural disasters. There are no major changes, but the timeframe for ratification by the Board of Directors has been updated to seven (7) days from 14 days per Government Code Section 8630.

After discussion, the Committee recommended the policy for consideration by the full Board, subject to potential minor adjustments to language in Section 5005.3 that may be recommended by the General Manager.

*The Committee recommended this policy revision 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.	

e. Policy 3045 Executive Officer

Mr. Berioso introduced the revision of Part I Section 17 and handouts were provided featuring Part II Section I which also pertained to the duties of the Executive Officer, and the General Manager's Job Description which was prepared by the HR consultant.

Ms. Kerney noted some duplication and suggested the Executive Officer section might be better placed in Part II of the Manual. General Manager Jaggars pointed out that the Manual is being restructured by different sections. He suggested tabling this item for further review by staff.

*Item 6e was tabled.*

## **7. Update on Policy Tracking Matrix**

Mr. Berioso reviewed the dashboard and advised that progress had been made to 86.96 percent completeness for HR policies, and 51.79 percent overall. Major changes in IT policies caused a reduction in completion rate for other policies. Operations and Engineering policies will be combined, he noted.

If the Executive Officer policy moves out of Part I, that will leave only four more policies remaining to present to the Personnel Committee meeting.

Director of Information Technology Robert Rasha explained the IT policy handbook. The distinction between Board-approved policy and written routine procedures / best practices was pointed out. Anything related to District security would not be, historically, public information and are retained internally. Should the Board desire to review those, Rasha recommended a Board closed session.

Chair Covington concurred that operational policies would flow right through the Personnel Committee to the Board and acknowledged that routine operational and best practices would be merely procedures, not policies for Board approval. Those pertaining to the security of the IT system and would not normally be subject to public disclosure, should they need to be ratified by the Board, they would have to be addressed in a closed session as determined by legal counsel.

Director Williams noted that the procedures provided to employees upon onboarding were fine, but other policy items would need discussion.

## **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)
- General Manager's job description (HR Manager and Chair Covington to work on the document and bring it back to the Personnel Committee for attachment to the GM's contract)

## **9. Next Meeting Date:**

Regular Meeting Tuesday, September 17, 2024, at 6 p.m.

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

Attest:



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