



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

**MINUTES OF THE PERSONNEL COMMITTEE MEETING**  
**Tuesday, February 18, 2025, at 5:30 p.m.**

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**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</i>  |
| <i>Directors absent:</i>                | <i>None</i>   |
| <i>Staff present:</i>                   | <i>General Manager Dan Jagers<br/>Assistant Director of Finance and Administration Sylvia Molina<br/>Director of Information Technology Robert Rasha<br/>Human Resources Manager Ren Berioso<br/>Executive Assistant Lynda Kerney</i> |
| <i>BCVWD Employee Association reps:</i> | <i>Andrew Becerra, Ericka Enriquez, Luis Lomeli</i>   |
| <i>Members of the Public:</i>           | <i>None</i>   |

**PUBLIC COMMENT:** None.

**ACTION ITEMS**

- 1. Adjustments to the Agenda:** None.
- 2. Report / Update from BCVWD Employees Association:** Luis Lomeli reported that field staff is making more use of the newly renovated facilities at 12th and Palm, and it is clean and safe. He thanked the Committee.
- 3. Report / Update from BCVWD Exempt Employees:** None.
- 4. Report from Human Resources Department**  
Human Resources Manager Ren Berioso presented highlights of the report:
  - Currently 49 employees
  - Four new hires in Operations
  - 529 applications for the Customer Service Representative position
  - Notable anniversaries including Joe Haggin (23 years)
- 5. Policies and Procedures Manual Updates / Revisions**  
Human Resources Manager Ren Berioso presented the proposed revisions to the following policies:

a. Policy 3111 Leave for Crime Victims and Family Members

Mr. Berioso introduced revisions which were made to comply with California Assembly Bill (AB) 2499, which expands leave protections to include victims of domestic violence, sexual assault, and stalking, as well as employees caring for family members impacted by these events. The policy now also incorporates provisions from AB 1041, effective January 2023, which designates additional persons eligible for care leave, and considers other legislation like the Fair Employment and Housing Act (FEHA) and the Americans with Disabilities Act (ADA). The revisions provide clearer definitions of qualifying crimes and the conditions under which employees can take leave, including counseling, medical care, or relocation. The policy also allows employees to use accrued sick leave or vacation for certain types of leave and ensures that employees will not face retaliation for taking leave under these provisions.

Director Williams raised a question regarding the language in the policy, specifically asking why the actual text of AB 1041 and other related laws were not referenced in section 3111.2, which outlines reasons for taking leave, noting that the law might be subject to change. After a discussion, Mr. Berioso and Mr. Jagers clarified that the language was intentionally kept broad to allow for future updates, as AB 1041 specifically expanded the class of people eligible for care under the law. Chair Covington expressed his understanding of the thorough revisions, acknowledging that legal counsel had made significant contributions to the redline version.

*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.               |          |

**6. Update on Policy Tracking Matrix**

Mr. Berioso reviewed the dashboard and noted 3111 was the last policy to present to the Committee. If approved by the Board, the project is 100 percent complete. IT policies are still in progress and the ones reviewed by the Committee in January will probably go to the next Board meeting.

*The Committee recommended the following policies be brought to the March 18, 2025 Personnel Committee meeting for review:*

1. 7003 Cloud Computing
2. 7007 Remote Access
3. 7108 Wireless Network Security

*by the following vote:*

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

## 7. Annual Human Resources Report

Mr. Berioso reported:

- The District's workforce grew from 43 employees in January 2024 to 45 by the end of the year, with an average of 44 employees.
- A total of 13 new external hires and 10 internal promotions/transfers occurred, with seven employees leaving the organization.
- The average onboarding time for new employees decreased from 38 days in 2023 to 17 days in 2024, with a cost per hire of \$1,700.
- Employee retention was improved, with only five voluntary separations and two involuntary separations (including one death), marking the lowest turnover rate in the past five years.
- An informal salary survey was completed, incorporating a 2.5% Cost of Living Adjustment (COLA) based on the August Consumer Price Index.
- The District's benefits enrollment decreased by 2%, though employees continued to opt for medical insurance and retirement benefits.
- In 2024, 16 district-wide training sessions were held, totaling 84 hours of training.
- 88% of annual performance reviews were completed, with 100% of employees meeting or exceeding expectations.
- Risk management showed five workers' compensation claims, with an overall trend of decreasing claims over the past few years.
- Five claims against the District were reported, with ongoing litigation in some cases.
- A total of 34 policy amendments were made in 2024 to comply with legal requirements, including changes to family medical leave and other policies.

Director Williams inquired about the inclusion of temporary employees in the recruitment pie chart, asking if they were counted as internal hires when they transitioned to full-time positions. Mr. Berioso confirmed that they were, which explained the high percentage of internal hires. Williams also expressed satisfaction with the improvements in employee retention and compensation adjustments, noting that it was encouraging to see the District becoming a more attractive place to work. She also commented on the importance of making long-term adjustments to reduce turnover, particularly in relation to compensation and career opportunities. She acknowledged the thoroughness of the report and said she appreciated the transparency in presenting the data, particularly regarding the turnover and training efforts.

Chair Covington commented on the overall improvement in employee retention and compensation, emphasizing that it is important to recognize the contributions of the entire staff. He highlighted that the District has made significant progress compared to previous years, with retention rates improving and compensation adjustments addressing concerns that led to turnover in the past. Covington also reflected on the organizational improvements, such as the decrease in onboarding time and the greater focus on internal promotions. He acknowledged the efforts of HR in enhancing the overall work environment. Covington concurred with the motion to receive and file the report, indicating no further need for discussion at the full Board level.

**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 (present to full Board)
- Update on Cal OSHA report
- Update on driver incidents / training

**9. Next Meeting Date:**

Regular Meeting Tuesday, March 18, 2025, at 5:30 p.m.

**ADJOURNMENT:** 6:25 p.m

Attest:



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