



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

MINUTES OF THE PERSONNEL COMMITTEE MEETING
Tuesday, March 18, 2025, 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</i>
<i>Directors absent:</i>	<i>None</i>
<i>Staff present:</i>	<i>General Manager Dan Jagers Director of Information Technology Robert Rasha Human Resources Manager Ren Berioso Management Analyst II Erica Gonzales Executive Assistant Lynda Kerney</i>
<i>BCVWD Employee Association reps:</i>	<i>Andrew Becerra</i>
<i>Members of the Public:</i>	<i>Nyles O'Harra</i>

PUBLIC COMMENT: None.

ACTION ITEMS

- 1. Adjustments to the Agenda:** None.
- 2. Acceptance of Personnel Committee Meeting minutes**
 - January 21, 2025 Regular Meeting
 - February 18, 2025 Regular Meeting

The Committee accepted the meeting minutes by the following vote:

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

- 3. Report / Update from BCVWD Employees Association:** Andrew Becerra reported that Employee Appreciation Day had been celebrated, and years of service recognized.

General Manager Dan Jagers and HR Manager Ren Berioso provided some detail on the event. Committee members commented on employee longevity.

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 47 employees
- Now onboarding a Customer Service Representative (529 applications received)
- Notable anniversaries including James Bean (26 years)
- Two separations

Director Williams asked about the Active Shooter Training, and staff provided a brief report:

- Both office and field staff participated
- An example real-life scenario was reviewed
- The option of having law enforcement present for the April 24 public hearing
- It is important for the Board to be prepared also; possible internal discussion for direction to staff

6. Policies and Procedures Manual Updates / Revisions

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

a.	Policy 7001	IT – Acceptable Use
b.	Policy 7002	Bring Your Own Device
c.	Policy 7005	Internet Use and Personal Social Media Ethics
	Policy 5100	Press Relations and Social Media Policy

Mr. Berioso explained that the Information Technology policies are aligned with the National Institute of Standards and Technology (NIST) and California Public Records Act principles. The proposed policies provide general guidance to ensure data protection, accountability, and to mitigate legal and cybersecurity risks. He highlighted key points of the following policies:

a. Policy 7001 IT – Acceptable Use

Mr. Berioso highlighted the features of the policy. Director Covington asked about employee login to the system, and answers were provided by Director of Information Technology Robert Rasha.

The Committee recommended Policy 7001 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 7002 Bring Your Own Device

Mr. Berioso highlighted features of the policy designed to encourage employees to use District-provided resources. In cases where personal devices are used, they are to be vetted by the IT Department to ensure security. Director Covington confirmed with staff that the IT policies were coming from the Department of IT, through HR, legal, and to the Personnel Committee, and on to the Board.

The Committee recommended Policy 7002 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.	

c. Policy 7005 Internet Use and Social Media Ethics

Mr. Berioso highlighted features of the policies which are overseen by the Director of IT who also functions as the Public Information Officer. He distinguished between District social media policy and personal social media ethics. He pointed to the link with the Disciplinary Actions Policy and with state and federal law. He pointed to the District's role as stewards of public funds which requires a high standard of public confidence. The policy provides ethical guidelines for use of District internet connection and the use of employees' personal social media, he explained, and asked for Committee direction on the specific limitations and balancing employees' First Amendment rights.

Mr. Berioso explained that investigation and disciplinary action may be imposed if an employee posts something that is found to be discriminatory against any creed, race, gender or sexual orientation, or if the post is violent in nature. General Manager Jagers reflected on censorship and First Amendment rights and suggested caution in including personal social media accounts. He recommended striking some recommended language. Legal counsel had advised staff of some cases that had established legal precedent regarding reputational harm to the District and undermining of public trust.

Chair Covington noted the importance of not intruding into staff members' personal lives to the extent that they are following the law and District policies.

Following discussion, the Committee requested staff reconfirm with legal counsel and bring back Policy 7005 to a future meeting.

d. Policy 5100 Press Relations and District Social Media

Mr. Berioso pointed out a section moved from 5100 to 7005.

The Committee recommended the revised Policy 5100 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.	

7. Update on Policy Tracking Matrix

Mr. Berioso reviewed the dashboard, noting the adoption of the last personnel policy, now HR policies are 100 percent complete. All policy work is now 61.03 percent completed. Mr. Jagers pointed out work in progress by the ad hoc Board Policies Committee, Finance and Audit Committee, and IT Department. Chair Covington noted that all are engaged in updating their own policies.

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
- Change of meeting time to 4:30 p.m. (take to the Board Consent Calendar)

9. Next Meeting Date:

Regular Meeting Tuesday, April 15, 2025, at 6 p.m. (or 4:30 p.m. if Board approved)

ADJOURNMENT: 6:35 p.m.

Attest:



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