



**BEAUMONT-CHERRY VALLEY WATER DISTRICT AGENDA  
MINUTES OF THE PERSONNEL COMMITTEE  
Monday, March 26, 2018 at 5:30 p.m.  
560 Magnolia Avenue, Beaumont, CA 92223**

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**CALL TO ORDER**

*Director Covington called the meeting to order at 5:34 p.m. at 560 Magnolia Avenue, Beaumont, California.*

**Present**

<i>Directors present:</i>	<i>Covington, Ramirez</i>
<i>Directors absent:</i>	<i>None</i>
<i>Staff present:</i>	<i>Interim General Manager Dan Jagers; Director of Finance and Administrative Services: Yolanda Rodriguez, and Temporary Administrative Assistant Lynda Kerney. Also present at this meeting was Alma Frausto and Eric Dahlstrom, representing the Beaumont-Cherry Valley Water District (BCVWD) Employee Association, and James Bean, Assistant Director of Operations.</i>

**PUBLIC INPUT:** *None.*

**ACTION ITEMS**

1. Adjustments to the Agenda: *None.*

2. Personnel Committee

a) Approval of January 22, 2018 Meeting minutes

*The Committee accepted the minutes of the January 22, 2018 Personnel Committee meeting.*

b) HR Dynamics and Performance Management – presentation

*Mr. Henry Garcia and Ms. Rhonda Strout-Garcia gave a presentation on the services available from HRDPM.*

*President Covington indicated that he emphasizes team building and is interested in compliance, organizational strategic planning and leadership training.*

*Director Ramirez acknowledged foundational change at the District and suggested enhancement of what has been started as growth is experienced. With more connections, there will be need for more personnel and the load falls on two people who must adapt. He is concerned about retention of personnel and culture while growing, and a multi-generational workplace. He also asked about the prospect of making training pleasant.*

*Ms. Rodriguez touted the effectiveness of in-person training rather than webinars; President Covington concurred.*

*Director Ramirez noted a goal of reducing load on the General Manager and Director of Finance and Administrative Services.*

*President Covington suggested follow up conversations with Director Ramirez and General Manager Jagers to determine potential needs for the betterment of staff. He noted the value of a professional network.*

*Mr. Jagers pointed out the District has also worked proactively on repairing relationships and on strategic planning both internally and externally.*

*Ms. Alma Frausto added that Customer Service has made many positive changes in the last few months, making it easier for both customers and staff.*

- c) Update on amendments to the 2018-2022 Memorandum of Understanding: Substance Abuse policy

*General Manager Jagers reminded the Committee members about the update which was required to comply with current law.*

- d) Update on Safety Equipment

*Mr. Jagers listed recently purchased equipment and noted only one remains to be purchased. Staff is evaluating rentals.*

*He addressed confined space equipment and training, and handheld radios. In response to President Covington, Mr. Jagers explained the need for radios is still valid, as there are remote areas of the District where cell service is not available.*

*President Covington suggested locating equipment above ground and getting away from vaults. Director Ramirez asked about confined spaces and was assured by Assistant Director of Operations James Bean that such work always involves a three-person team.*

- e) District Policy Manual update

*President Covington reviewed some recently-revised policies and asked about the status of personnel policies. General Manager Jagers explained the policy manual has been divided among staff for revision. Personnel policies will come to the Committee for review.*

*Director of Finance and Administration Rodriguez estimated revisions were 50 percent complete. Staff is researching best practices and legal compliance, then she and the General Manager will review. Some changes will be sent to Legal Counsel for review prior to coming to the Personnel Committee. The goal is to leverage staff expertise and minimize legal expense.*

*Director Ramirez suggested reducing costs and lessening the burden on staff by using HR Dynamics to review personnel policies before legal counsel.*

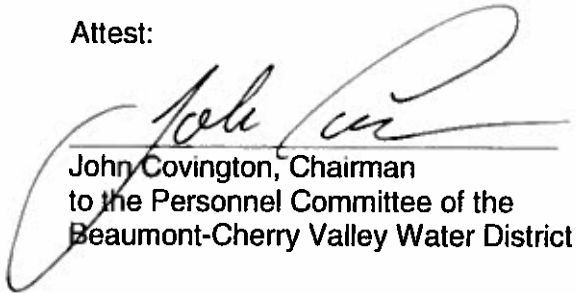
3. Action List for Future Meetings

a) District Policy Manual

4. Next Meeting Date: *May 21, 2018 at 5:30 p.m.*

**ADJOURNMENT: 7:18 p.m.**

Attest:



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