



**BEAUMONT-CHERRY VALLEY WATER DISTRICT AGENDA
DRAFT MINUTES OF THE PERSONNEL COMMITTEE
Monday, July 23, 2018 at 5:30 p.m.
560 Magnolia Avenue, Beaumont, CA 92223**

CALL TO ORDER

Chair Covington called the meeting to order at 5:40 p.m. at 560 Magnolia Avenue, Beaumont, California.

Present

<i>Directors present:</i>	<i>Covington</i>
<i>Directors absent:</i>	<i>Ramirez</i>
<i>Staff present:</i>	<i>General Manager Dan Jagers; Director of Finance and Administrative Services Yolanda Rodriguez; Administrative Assistant Erica Gonzales; Alma Frausto representing the Beaumont-Cherry Valley Water District (BCVWD) Employee Association, and Assistant Director of Operations James Bean.</i>

PUBLIC INPUT: *None.*

ACTION ITEMS

1. Adjustments to the Agenda: *None.*
2. Approval of March 26, 2018 Meeting minutes

The Committee accepted the minutes of the March 26, 2018 Personnel Committee meeting.

3. Review and Update on HR Consulting Project

General Manager Dan Jagers explained that the District identified some human resources needs and obtained bids from three consultants to address the issues. He drew attention to the attached contract with HR Dynamics, which outlines activities to improve the human resources department and assure compliance with state and federal law.

Director of Finance and Administrative Services Yolanda Rodriguez detailed the current status of the project, currently on Step 3 of the plan. Chair Covington asked if the consultant was meeting the District's needs; Ms. Rodriguez said it is on track.

4. Update on District Policies and Procedures Manual

Director of Finance and Administrative Services Yolanda Rodriguez advised that staff has been tied up with year-end activities therefore progress has slowed. Mr. Jagers noted the timeline had been aggressive, and engineering had also been involved with

well rehab and repair and was unable to support the effort. Activity will be picked up shortly.

Chair Covington indicated his understanding that staff had divided the manual between them for examination. Although staff may draft policy, it must still be reviewed first by the attorney, then possibly a consultant for fact checking. Mr. Jagers noted the focus was to be on priority parts of the policy, then revisions taken to the Personnel Committee for review. There is no established deadline.

Chair Covington requested target milestones and reminded staff that a commitment was made to the Employee Association. Ms. Rodriguez reminded the committee that the intent was to bring the manual in manageable sections, so as not to become overwhelming. Mr. Jagers indicated that the IT section and one other could be made ready to come to the Board or to the Personnel Committee.

Ms. Alma Frausto indicated the employee representatives could also meet also and review the sections as they become ready.

Ms. Fran Flanders suggested breaking the manual down to smaller sections and including the date on revisions.

5. New MHN Employee Assistance Program

Ms. Rodriguez announced that on June 1 all employees received access to the MHN Employee Assistance program and were advised of its availability via an enclosure in pay stubs. The cost to the District is \$2,294 per year. General Manager Jagers added this is part of the Substance Abuse Policy support, and offers a program for employees who may need such support or other services.

6. Action List for Future Meetings

Update on HR Dynamics project and results of the employee interviews / survey
Update on policy revisions
Update on safety equipment

7. Next Meeting Date: *September 24, 2018 at 5:30 p.m.*

ADJOURNMENT: 6:05 p.m.

Attest:



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