



**BEAUMONT-CHERRY VALLEY WATER DISTRICT AGENDA
MINUTES OF THE PERSONNEL COMMITTEE
Monday, May 20, 2019 at 5:30 p.m.
560 Magnolia Avenue, Beaumont, CA 92223**

CALL TO ORDER

Chair Covington called the meeting to order at 5:33 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>General Manager Dan Jagers; Director of Finance and Administrative Services Yolanda Rodriguez, Senior Engineer Mark Swanson, Assistant Director of Operations James Bean, Information Systems Manager Robert Rasha, Eric Dahlstrom and Administrative Assistant Erica Gonzales. Also present at this meeting were Dustin Smith, and Julian Herrera Jr. representing the Beaumont-Cherry Valley Water District (BCVWD) Employee Association.</i>

PUBLIC INPUT: *None.*

ACTION ITEMS

1. Adjustments to the Agenda: *None.*
2. Approval of the Jan. 28, 2019 and March 25, 2019 Meeting minutes

The Committee approved the minutes of the Personnel Committee meeting of Mar. 25, 2019 by unanimous vote.

The Jan. 28, 2019 minutes were NOT approved due to lack of majority vote (Covington abstained).

3. Proposed BCVWD Policies and Procedures Manual Updates

General Manager Dan Jagers introduced items a, b and c as recommended by consultant Human Resources Dynamics. The items are presented exactly as prepared by the consultant.

a. Proposed Employee Performance Evaluation Policy and Procedure

Director Ramirez indicated that he appreciates the inclusion of more frequent evaluation periods (in addition to the annual) as needed. Chair Covington concurred and added that it is important to include part time employees. He said he had no objections and is fine with the policy as it stands.

Mr. Jagers pointed out the statement that employees who receive a less than satisfactory score are not eligible for a merit increase. He also reminded that there is an evaluation form which was amended per discussion at the last meeting.

Mr. Jagers also noted the category of unsatisfactory job performance and related performance improvement plan (PIP). This will also trigger generation of a form. Chair Covington requested inclusion of a boilerplate self-evaluation clause.

Mr. Jagers suggested it is not necessary for the General Manager to review each evaluation, as it removes responsibility from the supervisor. Covington concurred, indicating they should be reviewed by the department heads.

Director Ramirez asked how many employees are direct reports to the Director of Operations; Mr. Jagers noted that when the Director of Operations position and all field positions are filled, several positions are under the ultimate supervision of the Director of Operations. Covington pointed out that currently the field staff reports to the Assistant Director of Operations.

Mr. Dustin Smith pointed out that crew leaders are currently excluded from evaluations but should be involved in the process. Director Ramirez and Ms. Rodriguez concurred. Chair Covington suggested including a flow chart for the eval process; Chair Covington offered suggestions for the flow of work and suggested laying out the steps in a different fashion.

Director Ramirez suggested review by HR before finalizing an evaluation.

b. Proposed Personnel Action Form (PAF) Policy and Procedure

Director Ramirez recommended reviewing the Skelly procedure for the organization. Mr. Jagers explained the purpose of the form and suggested some minor changes. Jagers also suggested preparation of a form for Leave of Absence. Chair Covington will send a sample.

Director Ramirez noted the goal is to resolve any issues within the department. An employee should have a process with steps to follow, but the first step should not be the general manager, he said. For example, in contesting an evaluation, he said, the employee should have a way to have their voice heard.

President Covington requested a redline version to come back to the Personnel Committee.

c. Proposed Recruitment/Selection and On-Boarding Policy and Procedure

General Manager Jagers recommended some changes based on actual procedures and positions within BCVWD. He also advocated for the flexibility to offer internal promotion. President Covington indicated the second paragraph under item 4 should be deleted or modified to eliminate the minimum number. GM Jagers indicated additional modification will be necessary to this policy. Discussion ensued.

d. Proposed Revision of District Policies and Procedures Manual: Part II – Applicable to Board of Directors and District Staff

Mr. Jagers advised this was brought forward for consideration as part of the update of the Policies and Procedures Manual. Ms. Rodriguez noted that these are based on policies of other districts and have been reviewed by a number of staff.

President Covington drew attention to Section 14 E regarding rental vehicles and indicated reimbursement should include "charges for rental vehicles may be reimbursed when a District official is attending an out-of-County conference." Mr. Covington stated that many of BCVWD's current policies appear to be punitive based on bad past practices. Director Ramirez clarified that if three directors are traveling, each may obtain a rental vehicle; President Covington indicated one rental vehicle should be shared when officials are traveling to the same place.

Chair Covington suggested that comparing airfare to the state travel program is an onerous process and the language should be cleaner, he said. He suggested simplifying to the most economical form of transportation.

Regarding lodging, Covington suggested the following revision: "Government rates should be obtained when available. If the average room rate in the area exceeds the IRS per diem rate, lodging shall be reimbursed on the most economical rate at the hotel or motel which provides adequate lodging. No suites or oversize rooms will be permitted."

Reimbursable meals should be set at the current federal per diem rate, Covington noted. Existing policy provides that incidentals will only be reimbursed for travel time that would have been used; i.e. if an official chooses to drive rather than fly, and driving takes three days, only expenses related to one travel day will be reimbursed.

Chair Covington also noted that using a personal credit card for District business travel is cumbersome, and the District should provide credit cards to Board members. He suggested that cards should be available for employees, officers and directors as deemed necessary. The current policy needs to be loosened, he said. Ms. Rodriguez noted there are internal controls, and Mr. Jagers explained that policies are usually written as a result of bad actors in order to address situations in the future. Chair Covington also pointed out that the policy should be workable for an employee who may not have personal funds available to cover business travel expenses.

Director Ramirez pointed to Section 8A vii: "Act collectively and not individually become involved in the day to day operation of the District." He suggested language to accommodate action already taken by the Board. He said it could be a potential hinderance when a Board decision has already been made to do something and there are hinderances occurring keeping that operation from happening.

Mr. Jagers indicated he prefers to leave the lead time for public requests for agenda matters at 10 business days. President Covington noted that the policy on public testimony should more closely follow the Brown Act. He said he believed limited discussion is allowable if a question is asked by the public.

- e. Proposed Vacation Policy and Discussion regarding Current Liability and Proposed Optional Vacation Limits

Mr. Jagers reminded the Committee members that changes were requested to the draft policy at the last meeting. It went from being very complex to over-simplified, he noted. He pointed to the meeting minutes to refresh memory of the discussion and gave an example of an employee who might be saving hours knowing they were going

to be having a lengthy absence due to a hip replacement or other such issue. Mr. Jagers also investigated establishment of a 401a program into which the value of excess vacation hours could be deposited. Ms. Rodriguez noted there is a required District contribution.

Discussion ensued regarding carry over hours. Covington reiterated that this is not taking anything away from employees and indicated support for Director Ramirez' suggested caps at:

1-5 years of service	260 hours
6-15 years	300
16-20 years	350
21+ years	380

Director of Finance and Administrative Services Yolanda Rodriguez pointed out that regardless of any change in caps, the District's liability remains the same, as hours are not reduced. Anything beyond the caps must still be paid to the employee. The auditors were more concerned with internal controls and ability for budgeting, she explained. Chair Covington pointed out that over time, through salary increases, the value of the hours increases.

Director Ramirez requested this policy return to the Personnel Committee.

Mr. Jagers addressed additional updates to the Vacation Policy. In response to comments about potential exhaustion of sick and/or vacation time, Jagers pointed out that it is possible to request a leave of absence without pay.

GM Jagers suggested the modifications to the tables be made and the policy to move forward. Chair Covington concurred.

f. Proposed Sick Leave Policy – Revised Final Draft

Chair Covington pointed out that this is the Sick Leave Donation component of the Sick Leave Policy. The full Sick Leave Policy will come to the Personnel Committee at a future meeting.

Chair Covington indicated he likes the re-draft compared to the previous iteration of the proposed policy and it includes the items previously discussed. Mr. Ramirez indicated he liked the inclusion of procedures and said this is going in the right direction. Mr. Jagers clarified that the approval process has been streamlined and there must be certification by a doctor of a catastrophic need. An uncomplicated pregnancy is not considered catastrophic, he noted. This is intended to take care of employees who have a real need and allows the organization to support an employee in a time of real need. There is an application process, Jagers noted.

Chair Covington noted this has been a policy that has been problematic in other agencies upon implementation. There will always be those who try to abuse the policy or take advantage of loopholes, he said, and the Sick Leave Donation program has great spirit, but comes with challenges.

GM Jagers explained that HIPAA is the Health Insurance Portability and Accountability Act, which covers privacy standards for employees and is identified in the second paragraph. The draft has been revised to protect the employee from release of unnecessary information.

Chair Covington clarified that once these policies are made as complete as possible, they will be vetted by legal counsel.

Mr. Jagers made a few suggestions which were acceptable to the Committee. Mr. Julian Herrera indicated that the employees liked the policy, as it shows the District becoming more unified.

4. Review and Update on HR Consulting Project

Director of Finance and Administrative Services Yolanda Rodriguez reported that the services of HR Dynamics are still in use. They are currently working on the job description for the HR Coordinator and HR Manager in preparation for the time when space is available to make the hires. Chair Covington asked about the title difference. Ms. Rodriguez explained that both are under consideration to determine which one is more economically feasible for the District. An experienced person is needed, but the position must be affordable, she said.

Chair Covington asked how the ongoing services have been budgeted. Ms. Rodriguez indicated it is charged to the line item for Other Professional Services, which also includes the grant writers. Mr. Jagers added that there was a contract with HR Dynamics and a position budgeted for HR, but there has been no space available for an additional employee. There has been cost savings from the vacant full-time position. The District is moving forward with procurement of additional office space, he explained.

5. Employee Association Election Update

Mr. Herrera advised the Committee that the opportunity was made available to employees to represent the employee group and speak with the Personnel Committee. Mr. Dustin Smith and Ms. Erica Gonzales have stepped up. Chair Covington expressed appreciation for those who stepped forward and said it is great to have the Employee Association at the meetings and helping to get things done.

6. Action List for Future Meetings

Policy updates

7. Next Meeting Date: *July 22, 2019 at 5:30 p.m.*

ADJOURNMENT: 7:40 p.m.

Attest:



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