



**BEAUMONT-CHERRY VALLEY WATER DISTRICT AGENDA
MINUTES OF THE PERSONNEL COMMITTEE
Monday, July 22, 2019 at 5:30 p.m.
560 Magnolia Avenue, Beaumont, CA 92223**

CALL TO ORDER

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

Present

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|--|--|
| <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, Administrative Assistant Lynda Kerney, and Assistant Director of Operations James Bean</i> |
| <i>BCVWD Employee Association rep:</i> | <i>Administrative Assistant Erica Gonzales</i> |

PUBLIC INPUT: *None.*

ACTION ITEMS

1. Adjustments to the Agenda:

General Manager Jagers pointed out a handout addendum to item 3f .

2. Approval of the Jan. 28, 2019 and May 20, 2019 Meeting minutes

The Committee approved the minutes of the Personnel Committee meetings of Jan. 28, 2019 and May 20, 2019 by the following vote:

| | | |
|-------------------------|--------------------------|---------------------|
| MOVED: Covington | SECONDED: Ramirez | APPROVED 2-0 |
| AYES: | Covington, Ramirez | |
| NOES: | None. | |
| ABSTAIN: | None. | |
| ABSENT: | None. | |

3. Proposed BCVWD Policies and Procedures Manual Updates

- a. Proposed Employee Performance Evaluation Policy and Procedure

Chair Covington indicated that all the items in his notes from previous meetings have been incorporated into the current draft. Director Ramirez said he was pleased with several revisions. He cautioned not to overkill the procedure.

After review and discussion, the Committee recommended presenting the Proposed Employee Performance Evaluation Policy and Procedure to the Board for approval by the following vote:

| | | |
|----------------|---------------------|--------------|
| MOVED: Ramirez | SECONDED: Covington | APPROVED 2-0 |
| AYES: | Covington, Ramirez | |
| NOES: | None. | |
| ABSTAIN: | None. | |
| ABSENT: | None. | |

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

Chair Covington indicated that all of his comments from previous meetings have been incorporated into the current draft. Director Ramirez pointed out some features of the policy.

After review and discussion, the Committee recommended presenting the Proposed Personnel Action Form (PAF) Policy and Procedure to the Board for approval by the following vote:

| | | |
|----------------|---------------------|--------------|
| MOVED: Ramirez | SECONDED: Covington | APPROVED 2-0 |
| AYES: | Covington, Ramirez | |
| NOES: | None. | |
| ABSTAIN: | None. | |
| ABSENT: | None. | |

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

Chair Covington said he was pleased that all of his and Director Ramirez' comments from previous meetings have been incorporated into the current draft. Director Ramirez asked about the documents related to the on-boarding process. Director of Finance and Administrative Services Yolanda Rodriguez responded that some of the forms were supplied by HR Dynamics and described the on-boarding packet. Chair Covington confirmed that the forms do not have to come back to the Board, just the policy.

Director Covington asked about the Analysis of Special Needs. Ms. Kerney explained this is a template to determine whether a position is subject for drug testing.

After review and discussion, the Committee recommended presenting the Proposed Recruitment/Selection and On-Boarding Policy and Procedure to the Board for approval by the following vote:

| | | |
|----------------|---------------------|--------------|
| MOVED: Ramirez | SECONDED: Covington | APPROVED 2-0 |
| AYES: | Covington, Ramirez | |
| NOES: | None. | |
| ABSTAIN: | None. | |
| ABSENT: | None. | |

d. Proposed Vacation Policy

Director Ramirez said he believes the compromise on hours of vacation time accrual is fair and balanced. In response to inquiry by Chair Covington, Ms. Gonzales reported that the Employee Group has discussed the policy extensively.

After review and discussion, the Committee recommended presenting the Proposed Vacation Policy to the Board for approval by the following vote:

| | | |
|------------------|--------------------|--------------|
| MOVED: Covington | SECONDED: Ramirez | APPROVED 2-0 |
| AYES: | Covington, Ramirez | |
| NOES: | None. | |
| ABSTAIN: | None. | |
| ABSENT: | None. | |

e. Proposed Sick Leave Donation Policy – Revised Final Draft

In response to a comment by Director Ramirez, Chair Covington requested staff to clean up the redline version for the next Personnel Committee meeting.

The Committee tabled Item 3e by the following vote:

| | | |
|------------------|--------------------|--------------|
| MOVED: Covington | SECONDED: Ramirez | APPROVED 2-0 |
| AYES: | Covington, Ramirez | |
| NOES: | None. | |
| ABSTAIN: | None. | |
| ABSENT: | None. | |

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

General Manager Jagers reviewed comments provided by Chair Covington and recommendations from staff attached to the staff report as a handout.

Director Ramirez questioned the designation of the Engineering Workshop as a Regular Meeting. It was noted that the Workshop is technically a Regular Meeting.

Director Ramirez pointed to Section 8 D v. He requested the language be modified to indicate “Individual Board members may follow up on direction given to the General Manager.” He also requested language be to be added regarding *expediency of communication in progress when follow up is requested by Board members*. The PR firm has been lagging, he explained, and he said he would *like to see movement in a direction where all Board actions are treated as equally as possible*.

In addition, Director Ramirez requested a change to Section 9 A – Attendance. He would like to replace the word “good cause” with “cause,” as determination of “good” cause is subjective.

General Manager Jagers stressed the importance of updating the credit card use section, applicable to Board members and staff. Under Section J a Director Covington suggested deletion of "under no circumstances" and in Section J b Director Ramirez suggested insertion of language that assures the policy applies only to employees, not elected directors.

4. Review and Update on HR Consulting Project: None.

5. Topics Requested by Employee Association

Ms. Gonzales advised the Committee that the Employee Group would like additional choices of dental and vision PPO plans.

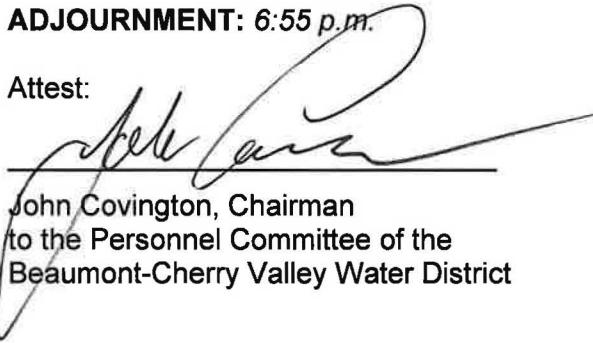
6. Action List for Future Meetings

- *Policy manual updates*
- *Human Resources Coordinator hire*
- *CPR training*
- *Safety update*

7. Next Meeting Date: *September 23, 2019 at 5:30 p.m.*

ADJOURNMENT: 6:55 p.m.

Attest:



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