



**BEAUMONT-CHERRY VALLEY WATER DISTRICT AGENDA
MINUTES OF THE PERSONNEL COMMITTEE
Monday, January 27, 2020 at 5:30 p.m.
560 Magnolia Avenue, Beaumont, CA 92223**

CALL TO ORDER

Chair Covington called the meeting to order at 5:35 p.m. at 560 Magnolia Avenue, Beaumont, California.

Attendance

<i>Directors present:</i>	<i>Ramirez, Covington</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, Assistant Director of Operations James Bean, Human Resources Coordinator Sabrina Foley</i>
<i>BCVWD Employee Association reps:</i>	<i>Dustin Smith 6:10 p.m. - Julian Herrera arrived</i>

PUBLIC INPUT: *None.*

ACTION ITEMS

1. Adjustments to the Agenda: None.
2. Approval of the November 25, 2019 Meeting minutes

The Committee accepted the minutes of the Personnel Committee meeting.

3. Update on action related to benefits

- a. Update on Contract with Broker of Record for Health Benefits
- b. Employee Benefits
- c. Director Benefits
 - i. Health coverage for Directors

Human Resources Coordinator Sabrina Foley reported that the District has contracted with Keenan and Associates (Keenan) and they are now the District's Broker of Record. A census of employee data has been provided and Keenan is in the "shopping" phase, estimated to take three weeks. Keenan is also looking into options for director benefits. The goal is to have a special open enrollment (OE) for everyone at the end of March or beginning of April, and to resume regular OE in September or November every year for all vendors, for changes effective the following January. This year will be unusual with two OE periods, Foley noted.

In response to Director Ramirez, Ms. Foley confirmed that directors will be included. Mr. Jaggars noted that the Yucaipa Valley Water District also has agendized a discussion of director benefits.

Ms. Foley advised that the benefits being pursued by Keenan include: Health, dental, vision, life, AD&D, and short-term disability. She reminded attendees that the Employee Association had requested additional options for vision and dental, and that spurred this activity. In response to Chair Covington, Foley indicated she did not foresee the District leaving the CalPERS health program at this time.

In response to President Covington, General Manager Jaggars pointed out that dental and vision are employee-paid and outside the scope of the District's financial responsibility. Jaggars stated that the interest of the Personnel Committee includes the current health benefit program and available options.

ii. Medical reimbursement program

Mr. Jaggars noted that once health coverage options are understood, the medical reimbursement program can be investigated. This is an alternative to director health coverage, he explained. Director Ramirez indicated that if this is going to be too much of an expense of staff time, perhaps an allowance can be provided. Mr. Jaggars reminded that legal counsel had advised that cash-in-lieu of benefits was not an option.

Mr. Jaggars explained that the program offered by the San Geronio Pass Water Agency offers a set amount annually, and unused funds roll over to the next year.

4. Director Per Diem Rate – Proposed Ordinance 2020-__

- a. Public Hearing Date recommended for March 11, 2020
- b. Effective Date June 1, 2020 (60 days after adoption)

Mr. Jaggars reminded that the per diem amount recommended by the Board was \$260. Director Ramirez noted this item was initiated by this Committee. There were no objections to the public hearing date.

5. Summary of 2019 Topics Requested by Employee Association

- a. Steel Toe and Shank Rubber Boots
- b. Uniform Shorts for Meter Reading Activities

Mr. Jaggars reported that the requested boots have been purchased and deployed to field staff.

The uniform shorts will require a policy change, Jaggars explained. He said management has no issue, but the policy is a Board-level action, and pointed to the Personnel Policies and Procedures Manual Part I.

6. Update Regarding Part I - Personnel Policies and Procedures Manual

General Manager Jagers noted there are significant revisions to the Manual needed in addition to the Uniforms section. The Human Resources Coordinator has been tasked with making the revisions to finish the project. The majority of the work is being done in-house, Jagers said. Once staff has prepared a clean draft, the human resources consultant, HR Dynamics, will be consulted for input, then the Personnel Committee will receive the draft. After Committee input, it will go to legal counsel for overview and comment. Some items may warrant a closed session for the Board to address, Jagers noted.

If the draft is lagging, the Uniforms section may come to the Committee independently at the March meeting, Jagers advised. Other Districts allow meter readers to wear shorts, he noted, and Covington indicated that BCVWD previously allowed it.

Chair Covington asked when the Manual was first produced; Mr. Jagers indicated it was 2009.

7. 2019 Summary of District Safety

General Manager Jagers reminded the Committee that this was discussed at the last meeting, and many improvements have been made since.

Ms. Foley presented a general report including Worker's Compensation (WC), and OSHA inspections. There were no OSHA reportable incidents in 2019. Material Safety Data Sheets are maintained, personal protective equipment is being provided, and all mandated training is offered through an outside vendor, she reported. In comparison with other similarly sized districts, she continued, BCVWD's claim rate has declined and there are minimal incidents to record.

The ACWA/JPIA provided average costs of WC claims from 2017-19 and BCVWD's costs per claim are lower in comparison to others, Foley noted. Safety training is continuing, she added, and employees have weekly informal tailgate meetings. Professional development is also ongoing along with training through ACWA/JPIA.

In 2019, all employees completed first aid, AED and CPR certification, Foley reported. In addition, an Emergency Response Committee is being formed with employees from all departments to evaluate the Emergency Response Plan and keep it up to date.

All new employees received a special new safety-emergency response orientation separately from standard orientation, Foley said, and worksites maintain an employee roster to account for employees in the event of an emergency.

Assistant Director of Operations James Bean reported that he has been attending meetings of PassCom, the local San Geronio Pass area disaster preparedness organization for the last eight months. Discussions address what preparedness is being done, agency actions, and what could be done better, and it seems beneficial, Bean said.

Mr. Jagers remarked on use of the arrow board and high visibility cones.

8. Report on Employee Training Activities

Human Resources Training for all staff was held at the end of 2019, Foley noted. It included professionalism and customer service. This year, she said, a leadership academy for supervisory or management level employees is being considered, to continue to build employee engagement and standardize how policies are applied. She is also working with departments on some specialized training. Mr. Jagers added that Ms. Foley began a Lunch and Learn group twice a month.

Mr. Jagers opined that the District is adding programs of value and he is pleased with the direction.

9. Human Resources Department Report

Human Resources Coordinator Sabrina Foley presented her overall report for the period of November 21, 2019 through January 15, 2020.

There are 41 total full-time employees excluding Board members and five part time employees. One employee was promoted to Customer Service Representative II.

HR Dynamics recommended increased communication to employees regarding HR, Foley continued, and she described the new employee newsletter.

Chair Covington remarked on great strides being made, and said he is glad to see this coming to fruition.

10. Action List for Future Meetings

- *Employee Association topics (none added)*
- *Policy manual updates*
 - *Part I of Policy Manual*
- *Update on Broker of Record*

11. Next Meeting Date: *March 23, 2020 at 5:30 p.m.*

ADJOURNMENT: 6:18 p.m.

Attest:



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