



BEAUMONT-CHERRY VALLEY WATER DISTRICT
560 Magnolia Avenue, Beaumont, CA 92223

PERSONNEL COMMITTEE MEETING AGENDA
Monday, February 22, 2021 - 5:30 p.m.

TELECONFERENCE NOTICE

*This meeting is hereby noticed pursuant to
California Government Code Section 54950 et. seq. and
California Governor's Executive Orders N-29-20 and N-33-20
Personnel Committee members will attend via Zoom video conference*

To access the Zoom conference, use the link below:
<https://us02web.zoom.us/j/84318559070?pwd=SXlzMkZCMGh0YTFlL2tnUGlpU3h0UT09>

To telephone in, please dial: (669) 900-9128
Enter Meeting ID: 843 1855 9070
Enter Passcode: 321852

*For Public Comment, use the “**Raise Hand**” feature if on
the video call when prompted. If dialing in, please **dial *9**
to “**Raise Hand**” when prompted*

Meeting materials will be available on the BCVWD's website:
<https://bcvwd.org/document-category/personnel-committee-agendas/>

Call to Order: Chair Covington

Announcement of Teleconference Participation

Roll Call

Teleconference Verification

Public Comment

PUBLIC COMMENT: At this time, any person may address the Personnel Committee on matters within its jurisdiction which are not on the agenda. However, any non-agenda matters that require action will be referred to staff for a report and possible action at a subsequent meeting. Please limit your comments to three minutes. Sharing or passing time to another speaker is not permitted.

1. **Adjustments to the Agenda:** In accordance with Government Code Section 54954.2, additions to the agenda require a 2/3 vote of the legislative body, or if less than 2/3 of the members are present, a unanimous vote of those members present, which makes the determination that there is a need to take action, and the need to take action arose after the posting of the agenda.
 - a. Item(s) to be removed or continued from the Agenda
 - b. Emergency Item(s) to be added to the Agenda
 - c. Changes to the order of the agenda
2. **Acceptance of Personnel Committee Meeting minutes:**
 - a. January 25, 2021 (pages 4 - 7)

ACTION ITEMS

3. **Policies and Procedures Manual updates / revisions** (pages 8 - 10)
 - a. Section 1000 General
 - i. 1000 Definitions
 - ii. 1005 Contractual Provisions
 - iii. 1010 Policy Manual
4. **Proposed Human Resources Department Vision, Mission, and Values Statement** (pages 11 - 12)
5. **2020 Summary of District Safety Report** (pages 13 - 15)
6. **Human Resources Department Report for the Period of January 19 – February 11** (pages 16 - 18)
7. **Report / Update from BCWVD Employees Association**
8. **Action List for Future Meetings**
 - *Employee Association topics*
 - *Policy manual updates*
 - *Safety updates and improvements, and new procedures*
 - *Workshop/Training options for staff and/or management to provide certification.*
9. **Next Meeting Date: March 15, 2021**

Adjournment

AVAILABILITY OF AGENDA MATERIALS - Agenda exhibits and other writings that are disclosable public records distributed to all or a majority of the members of the Beaumont-Cherry Valley Water District Board of Directors in connection with a matter subject to discussion or consideration at an open meeting of the Personnel Committee of the Board of Directors are available for public inspection in the District's office, at 560 Magnolia Avenue, Beaumont, California ("District Office"). If such writings are distributed to members of the Board less than 72 hours prior to the meeting, they will be available from the District website: www.bcvwd.org.

REVISIONS TO THE AGENDA - In accordance with §54954.2(a) of the Government Code (Brown Act), revisions to this Regular Meeting Agenda may be made up to 72 hours before the Committee Meeting, if necessary, after mailings are completed. Interested persons wishing to receive a copy of the set Agenda may pick one up at the District's Main Office, located at 560 Magnolia Avenue, Beaumont, California, up to 24 hours prior to the Committee Meeting.

REQUIREMENTS RE: DISABLED ACCESS - In accordance with §54954.2(a), requests for a disability related modification or accommodation, including auxiliary aids or services, in order to attend or participate in a meeting, should be made to the District Office, at least 48 hours in advance of the meeting to ensure availability of the requested service or accommodation. The District Office may be contacted by telephone at (951) 845-9581, email at info@bcvwd.org or in writing at the Beaumont-Cherry Valley Water District, 560 Magnolia Avenue, Beaumont, California 92223.

CERTIFICATION OF POSTING

I certify that on or before 5:29 p.m. February 19, 2021, a copy of the foregoing notice was posted near the regular meeting place of the Board of Directors of Beaumont-Cherry Valley Water District and to its website at least 72 hours in advance of the meeting (Government Code §54956(a)).



Digitally signed by Yolanda Rodriguez
DN: cn=Yolanda Rodriguez, o=Finance and
Administration, ou=Finance and Administration,
email=yolanda.rodriguez@bcvwd.org, c=US
Date: 2021.02.18 12:35:53 -08'00'

Yolanda Rodriguez
Director of Finance and Administration



BEAUMONT-CHERRY VALLEY WATER DISTRICT AGENDA
560 Magnolia Avenue, Beaumont, CA 92223

MINUTES OF THE PERSONNEL COMMITTEE MEETING
Monday, January 25, 2021 at 5:30 p.m.

***Meeting held via teleconference pursuant to
California Government Code Section 54950 et. seq. and
California Governor's Executive Orders N-29-20 and N-33-20***

CALL TO ORDER

Chair Covington called the meeting to order at 5:32 p.m.

Announcement of Teleconference Participation

Director of Finance and Administrative Services Yolanda Rodriguez clarified that this meeting is conducted via teleconference pursuant to California Government Code Section 54953, and under Executive Order N-29-20 and N-33-20 of the Governor of California.

The teleconference capabilities of this meeting have been identified in the Notice and Agenda for this meeting, pursuant to the Brown Act and the Governor's Executive Order. Under the Governor's Executive Order and the Gathering Guidelines of the California Department of Health due to the danger of COVID-19, the teleconference locations are not publicly accessible. The public's right to comment and participate in the meeting is being assured via teleconference capabilities.

The Beaumont-Cherry Valley Water District (BCVWD) will use sound discretion and make reasonable efforts to adhere as closely as reasonably possible to the provisions of the Brown Act, and other applicable local laws regulating the conduct of public meetings, in order to maximize transparency and provide the public access to meetings.

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 Human Resources Coordinator Sabrina Foley</i>
<i>BCVWD Employee Association reps:</i>	<i>Erica Gonzales Julian Herrera</i>

Director of Finance and Administrative Services Yolanda Rodriguez verified that all members of the Personnel Committee and staff have indicated that they are able to hear the other directors clearly on the teleconference. No committee members or staff expressed any reason to believe, based on voice recognition or otherwise, that those persons representing themselves to be committee members are not truly so.

PUBLIC INPUT: *None.*

ACTION ITEMS

1. Adjustments to the Agenda: None.
2. Approval of the November 23, 2020 Meeting minutes

The Committee accepted the minutes of the November 23, 2020 Personnel Committee meetings by consensus.

3. Update on the status of the Memorandum of Understanding (MOU) with the Employee Association

Human Resources Coordinator Sabrina Foley reminded the Committee that the current MOU was adopted in 2017 and is effective through December 31, 2021. The General Manager (GM) is the designated chief negotiator as established by the GM's employment agreement, she noted. The MOU will need to be renegotiated prior to the expiration of the document.

Ms. Foley advised that the current MOU requires the completion of a classification and compensation study which will need to be completed as part of the pre-analysis before beginning negotiations. The Finance Department will also need to do an analysis, and the HR Department will conduct an internal analysis, she stated.

The second phase will be a closed session with the Board of Directors in which the GM will provide the results of the pre-bargaining analysis and the Board will provide direction to the chief negotiator regarding the priorities for the District.

As negotiation meetings progress, there will be closed session updates, she explained, and once a tentative agreement is reached a draft of the proposed MOU will be reviewed by the Employee Association and legal counsel. If approved by legal and the Board, the revised MOU will be adopted in open session, Foley stated.

Ms. Foley advised the Committee that the Finance Department will need the MOU renegotiation to be completed by the end of July 2021 in order to have sufficient time to enact any proposed changes affecting next year's budget. The classification study and compensation survey are budgeted in the HR Department and Ms. Foley recommended execution of a contract for these items as soon as possible.

The Employee Association will be permitted to conduct elections for representatives prior to the negotiation meetings, and to use certain District resources, Foley noted.

Director Covington asked about the cost of the Koff and Associates Study. Director of Finance and Administrative Services Yolanda Rodriguez confirmed it was in the \$30,000 range. Mr. Covington suggested reaching out to Koff prior to issuing an RFP.

Ms. Foley explained there are three studies: classification study, compensation survey, and workforce planning. Each could come within the GM's spending limit; however, the projects will be coming before the Board for transparency. Director Covington asked why the classification and compensation sections would be split, since Koff provided both as one study last time. Ms. Foley suggested it could provide cost savings, open up

options, and potentially save time because the formal RFP process is more lengthy. Director Covington reiterated that Koff had done the study only three years ago and said he did not think a lot had changed. He recommended contacting the Koff representative.

Director Ramirez acknowledged that an update by Koff may fall under the GM's spending authority (up to \$25,000) and noted that Koff had been previously selected as the strongest vendor. He stated that transparency is desired and opined that if Koff comes in at the full \$35,000 again then an RFP should be done. Director Covington noted that the goal is a quality analysis, but the project should not be the full burden of what was previously paid. Ms. Foley reported that she has seen varied costs and the District is seeking the best quality for the price. She reiterated it will be taken to the full Board. Director Covington indicated it should go back to the Board as an informational item unless there is Board action required.

Director Ramirez indicated that ample opportunity should be offered to vendors to bid for the succession planning component. He suggested producing an overall guideline rather than a detailed plan. Mr. Jagers pointed out that the District's Purchasing Policy requires three informal bids and a purchase order, and the process will provide assurance that things are being done transparently. Covington suggested that a vendor may be able to do the classification and compensation study in tandem with working on the workforce planning in order to cut down the process timeline.

Chair Covington invited comment from the Employees Association. Mr. Herrera indicated satisfaction and said the group is pleased to get the process going.

Chair Covington invited public comment. There was none.

Upon recommendation of Ms. Foley, Chair Covington directed staff to bring the vendor bids to the full Board in February.

4. 2020 Annual Performance Evaluation Compliance Report

Human Resources Coordinator Sabrina Foley presented the report, noting 74 percent compliance, which is a significant improvement over 2019. She advised that a hold was placed on performance evaluations in March of 2020 due to the onset of the COVID-19 pandemic and was resumed later in the year.

Director Covington said he presumed that in the absence of COVID, there would be 100 percent completion; Ms. Foley agreed. Mr. Jagers added that he has made a commitment to doing better next year and credited Ms. Foley for her efforts.

Chair Covington invited comment from the Employees Association. There was none. Chair Covington invited public comment. There was none.

5. Report from Human Resources Department

Ms. Foley reported that temporary positions are being filled that are administrative positions for the ongoing Automatic Meter Read / Advanced Metering Infrastructure project. A vacancy for a Civil Engineering position was filled on January 1, she said. She noted quite a few employees celebrating lengthy anniversaries with the District and detailed HR activity. Ms. Foley pointed out the 2021 Legislative updates and noted the required annual report on complaints and grievances.

Director Ramirez drew attention to AB 95, the pending legislation on bereavement leave and commented on the potential abuse of the leave. Ms. Foley assured that documentation of bereavement leave need could be required as do other types of leave and pointed out it is unpaid. She also noted exclusions.

In response to Director Ramirez, Ms. Foley advised that the AB 2967 CalPERS Membership Exclusion was mainly aimed at cities that would seek to exclude, for example, a safety group. Board members would not qualify as employees for CalPERS retirement, she explained.

Director Ramirez asked about the nature of the complaints and grievances. Ms. Foley explained in general terms.

Chair Covington invited comment from the Employees Association. There was none. Chair Covington invited public comment. There was none.

6. Report / Update from BCVWD Employees Association

No report from the Employees Association.

In response to Director Ramirez, Ms. Foley explained that the management group is unrepresented. Chair Covington added that those employees are all contract employees, and such conversations would take place in closed session with the GM and Personnel Committee. Director Ramirez opined that it is important for discussion with the Personnel Committee. Mr. Jagers said he will check with legal counsel for proper noticing.

7. Action List for Future Meetings

- *District Residences and Facility Emergency Policy*
- *Employee Association topics (none added)*
- *Policy manual updates (ongoing)*
- *Safety updates and improvements, and new procedures*
- *Workshop/Training options for staff and/or management to provide certification.*

8. Next Meeting Date:

Monday, February 22, 2021 at 5:30 p.m.

ADJOURNMENT: 6:26 p.m.

Attest:

DRAFT UNTIL APPROVED

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

Item 3

BEAUMONT-CHERRY VALLEY WATER DISTRICT

GENERAL

POLICY TITLE: DEFINITIONS

POLICY NUMBER: [41000](#)

1000.1 **District.** [The](#) Beaumont-Cherry Valley Water District shall hereinafter be referred to as "District."

1000.2 **Designee(s).** Sections empowering the General Manager as decision-maker will not apply to any other individual, unless the General Manager should designate another management employee or supervisor as vested with such powers.

[1000.3](#) **Employee.** See Policy 3000.

[1000.4](#) **Board of Directors.** [The Board of Directors are an elected body and therefore not considered employees of the District. The Board of Directors may be referred to as "the Board" herein. Section 4000 of this Manual defines the roles, responsibilities, and powers of the Board of Directors.](#)

1. DEFINITIONS

- A. District. Beaumont-Cherry Valley Water District shall hereinafter be referred to as "District."
- B. Designees. Sections empowering the General Manager as decision-maker will not apply to any other individual, unless the General Manager should designate another management employee or supervisor as vested with such powers.

2. CONTRACTUAL PROVISIONS

- A. Application. The provisions of this Manual will apply to all District employment. In the event a specific provision of this Manual is contrary to a term or terms of a Memorandum of Understanding (MOU) or a written employment agreement, the MOU or written employment agreement will prevail. Such MOU or employment agreement and any amendment must be in writing and duly adopted by action of the District Board at a properly noticed public meeting.

3. EQUAL OPPORTUNITY

The District is an equal opportunity employer. The District will not unlawfully discriminate against qualified applicants or employees with respect to any terms or conditions of employment based on race, color, national origin, ancestry, sex (including pregnancy, childbirth or related medical conditions), sexual orientation, gender identity, age (40 and over), religion and religious creed, physical or mental disability, legally protected medical condition (including ARC or HIV positive, cancer and genetic characteristics), marital status, citizenship status, military service status, or other basis protected by law.

When necessary, the District will reasonably accommodate employees and applicants with disabilities if the person is otherwise qualified to safely perform all of the essential functions of the position. The District will also provide reasonable accommodation for pregnancy, childbirth or related medical conditions if requested by the employee upon advice and medical certification of her health care provider. Reasonable accommodation may include a temporary transfer to a less strenuous or hazardous position, if requested, supported by proper medical certification and otherwise qualifying as reasonable accommodation.

The District is also committed to providing a workplace that is free of unlawful harassment, including sexual harassment. Please see the policies on Harassment and Sexual Harassment in this Manual. Complaints alleging discrimination or any other violation of this Equal Opportunity Policy may be made according to the complaint process in the Sexual Harassment Policy. The District prohibits retaliation against employees for making a complaint, opposing unlawful discrimination and harassment or cooperating in an investigation. Complaints of retaliation may be made according to the complaint procedure in the Sexual Harassment Policy.

Adopted by Resolution 20-XX, Date

POLICY TITLE: CONTRACTUAL PROVISIONS
POLICY NUMBER: 1005

1005.1 **Application.** The provisions of this Manual will apply to all District employment. In the event a specific provision of this Manual is contrary to a term or terms of a Memorandum of Understanding (MOU) or a written employment agreement, the MOU or written employment agreement will prevail. Such MOU and any amendment must be in writing and duly adopted by action of the District Board at a properly noticed public meeting.

1. DEFINITIONS

- A. District. Beaumont-Cherry Valley Water District shall hereinafter be referred to as "District."
- B. Designees. Sections empowering the General Manager as decision-maker will not apply to any other individual, unless the General Manager should designate another management employee or supervisor as vested with such powers.

2. CONTRACTUAL PROVISIONS

- A. Application. The provisions of this Manual will apply to all District employment. In the event a specific provision of this Manual is contrary to a term or terms of a Memorandum of Understanding (MOU) or a written employment agreement, the MOU or written employment agreement will prevail. Such MOU or employment agreement and any amendment must be in writing and duly adopted by action of the District Board at a properly noticed public meeting.

3. EQUAL OPPORTUNITY

The District is an equal opportunity employer. The District will not unlawfully discriminate against qualified applicants or employees with respect to any terms or conditions of employment based on race, color, national origin, ancestry, sex (including pregnancy, childbirth or related medical conditions), sexual orientation, gender identity, age (40 and over), religion and religious creed, physical or mental disability, legally protected medical condition (including ARC or HIV positive, cancer and genetic characteristics), marital status, citizenship status, military service status, or other basis protected by law.

When necessary, the District will reasonably accommodate employees and applicants with disabilities if the person is otherwise qualified to safely perform all of the essential functions of the position. The District will also provide reasonable accommodation for pregnancy, childbirth or related medical conditions if requested by the employee upon advice and medical certification of her health care provider. Reasonable accommodation may include a temporary transfer to a less strenuous or hazardous position, if requested, supported by proper medical certification and otherwise qualifying as reasonable accommodation.

The District is also committed to providing a workplace that is free of unlawful harassment, including sexual harassment. Please see the policies on Harassment and Sexual Harassment in this Manual. Complaints alleging discrimination or any other violation of this Equal Opportunity Policy may be made according to the complaint process in the Sexual Harassment Policy. The District prohibits retaliation against employees for making a complaint, opposing unlawful discrimination and harassment or cooperating in an investigation. Complaints of retaliation may be made according to the complaint procedure in the Sexual Harassment Policy.

POLICY TITLE: POLICY MANUAL
POLICY NUMBER: 1010

1010.1 A manual of District policies shall be maintained by the Human Resources Department.

1010.2 The Policy Manual will be available to all employees and members of the public in accordance with the Public Records Act and under applicable law.

1010.3 Revisions to the Policy Manual are subject to approval by the Board of Directors.

1. The Table of Contents, Title Pages, Page Numbering, and Dividers are exempt from Board approval.
2. Changes of format, font, spacing, and corrections of typographical (typo) errors are exempt from board approval.

1015.4 Upon hire, employees will receive a copy of the Policy Manual and sign an acknowledgement of receipt.

1015.5 Individual District departments and employees may maintain additional department or desk manuals separately from the Policy Manual. Adoption or revision of these internal documents are not subject to Board approval.

1015.6 The Policy Manual will be written with clarity, precision, and inclusion. The Policy Manual will be written using APA (American Psychological Association) style and grammar guidelines to increase the ease of reading comprehension.

1. The Policy Manual will use a standardized format and numbering system.
2. The Policy Manual will use the singular "they" as a generic third-person pronoun.
3. The Policy Manual will use the serial comma, also known as the Oxford comma.
4. Law, Government Code, etc. will be cited via parenthetical citations.
5. Policies may cite other policies within the text to provide context via parenthetical citations.
6. Abbreviations must be defined upon first use for each individual policy. Terms defined under the Definitions policy (Policy 1000) need not be defined in subsequent policies. For example, "District" is always defined as "Beaumont-Cherry Valley Water District" (Policy 1000.1).
7. Numbers will be listed as numerals only, not spelled alphabetically. For example, "5," "\$5,000," and "120" are all acceptable.

1015.7 **Reservation of Rights.** As circumstances change, the District may revise, supplement, or rescind policies or portions of this Manual. Employees will be notified in writing of such changes as they occur. Only written changes adopted by the Board of Directors are recognized or binding.



**Beaumont-Cherry Valley Water District
Personnel Committee Meeting
February 22, 2021**

Item 4

STAFF REPORT

TO: Personnel Committee of the Board of Directors

FROM: Sabrina Foley, Human Resources Coordinator

SUBJECT: Proposed Human Resources Department Vision, Mission, and Values Statement

Staff Recommendation

Recommend the proposed Human Resources Department Vision, Mission, and Values Statement to the Board of Directors for approval.

Background

The District obtained the services of a Human Resources consultant, HR Dynamics, in 2018 to conduct a needs assessment and to make recommendations. One of the recommendations made by the consultant was the creation of a vision, mission, and values statement for the Human Resources department.

Summary

Organizations create a mission statement as an essential business practice to outline the ultimate goals of the organization. The mission statement defines priorities for leadership and staff and conveys the purpose of the organization to the public.

Similarly, individual departments within an organization can create vision, mission, and values statements to define the priorities of the department. A statement of this kind should represent the ideal, long-reaching purpose and values of the department, and helps to create consistencies with how the success of the department is measured. Also, this kind of statement creates consistent goals for the department while the District develops and grows.

Changes to the District's main mission statement are created by the Board of Directors; however, a department statement is typically less formally held. The intention of a department statement is to be shared with employees of the District and would be published internally in areas such as the Human Resources portal, the Human Resources section of the fiscal budget, and in new hire orientation materials.

In the interest of transparency, staff requests that the Personnel Committee review the proposed draft and submit it for a review by the full Board of Directors.

Fiscal Impact: None.

Attachments: Proposed Human Resources Vision, Mission, and Values Statement

Staff Report prepared by Sabrina Foley, Human Resources Coordinator



Beaumont-Cherry Valley Water District
Human Resources Department
Vision, Mission and Values Statement

The **vision** of the Human Resources Department is to serve as a collaborative partner in the organization, and is dedicated to:

- Valuing, encouraging, and supporting a diverse workforce;
- Continually improving individual and organizational effectiveness;
- Anticipating and meeting the changing needs of the workforce;
- Championing career and professional growth;
- Guiding and maintaining a healthy, safe, and positive work environment;
- Enhancing services through innovation, technology, and creativity.

The **mission** of the Human Resources Department is to provide effective programs and services in which to enable all employees to contribute at optimum levels toward the success of the District in meeting its goals.

The Human Resources Department leads and fosters the following organizational **values**:

- ✓ **Develop** an attitude of teamwork and employee engagement. We encourage and respect the diversity of thoughts, experiences, and backgrounds and celebrate participation and partnership in all of our endeavors.
- ✓ **Commit** to producing quality results by acting openly, equitably, and consistently in our pursuit of uncompromising quality and in pursuing continuous improvement activities. We believe that those we serve deserve excellent service.
- ✓ **Create** a work environment that fosters safety, professionalism, employee development, and camaraderie. We are committed to maximizing the potential of every individual and to support and promote the District as a learning organization.
- ✓ **Demonstrate** excellent execution, a caring attitude, and a sense of urgency. We have a passion for service and are committed to knowing our customers, anticipating their needs, and exceeding expectations.
- ✓ **Model** leadership in seeking knowledge, enthusiasm, and an improved quality of life for ourselves, our colleagues, and the community. We lead by example and advocate equitable treatment in our behaviors, policies, and practices.
- ✓ **Promote** honesty, integrity, and trust. We honor our commitments and conduct business in a manner that promotes fairness, respect, honesty, and trust.
- ✓ **Communicate** in a candid and fair manner with the diverse workforce from whom our District derives its strength. We solicit the input of others and strive for transparency and inclusiveness.
- ✓ **Embrace** change and innovation. We are open to the opportunity it brings and foster creativity and risk-taking to support continuous improvement.



**Beaumont-Cherry Valley Water District
Personnel Committee Meeting
February 22, 2021**

Item 5

STAFF REPORT

TO: Personnel Committee of the Board of Directors
FROM: Sabrina Foley, Human Resources Coordinator
SUBJECT: 2020 Summary of District Safety Report

Staff Recommendation

No Recommendation.

Background

A report of the District's safety record and measures was requested during the January 25, 2021 Personnel Committee Meeting.

Summary

The Beaumont-Cherry Valley Water District has addressed safety as a high priority in recent years under the Board's leadership by adding the Human Resources department and funding safety training and support systems for staff. This has resulted in a decreasing number of workers compensation claims and a reduced cost per case over the past fifteen years, as demonstrated in the 2020 Summary of District Safety (**Attachment 1**).

In 2021, Human Resources has additionally implemented monthly COVID-19 inspections, and quarterly OSHA inspection drills in order to further improve safety for both employees and members of the public. The results from these inspections are highly favorable and demonstrate that the increased focus on safety is producing the required outcome.

Human Resources also intends to create an Emergency Preparedness Committee in 2021 to oversee and improve the District's utilization of the Emergency Preparedness Plan. The committee will be composed of employees from multiple departments and at different organizational levels to encourage diversity and a thorough approach.

Fiscal Impact

No impact.

Attachments

1. 2020 Summary of District Safety

Staff Report prepared by Sabrina Foley, Human Resources Coordinator



BEAUMONT-CHERRY VALLEY WATER DISTRICT

2020 Summary of District Safety

Scope and Summary of Report:

This report includes workers' compensation data, workplace incident data, training information, and a description of any inspections as they are related to safety from January 1, 2020 through December 31, 2020. The report uses internal data as well as data from the District's workers' compensation insurance holder, ACWA JPIA. This report excludes identifying information and protects all employee rights as defined by HIPAA (Health Insurance Portability and Accountability Act).

OSHA:

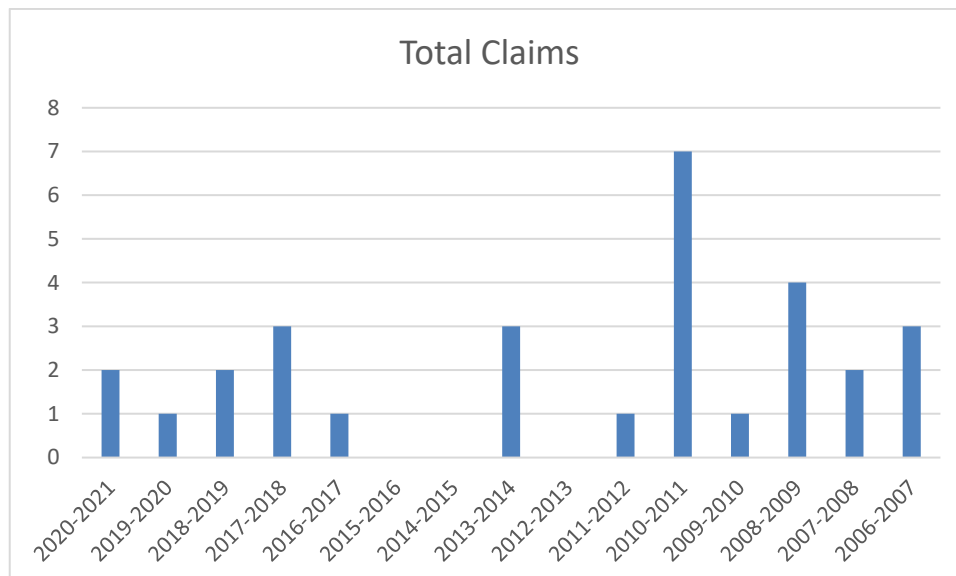
OSHA made no inspection of the District's operations in 2020. The District had two "recordable" injuries during 2020 under OSHA's definition for the 2020 OSHA 300 log.

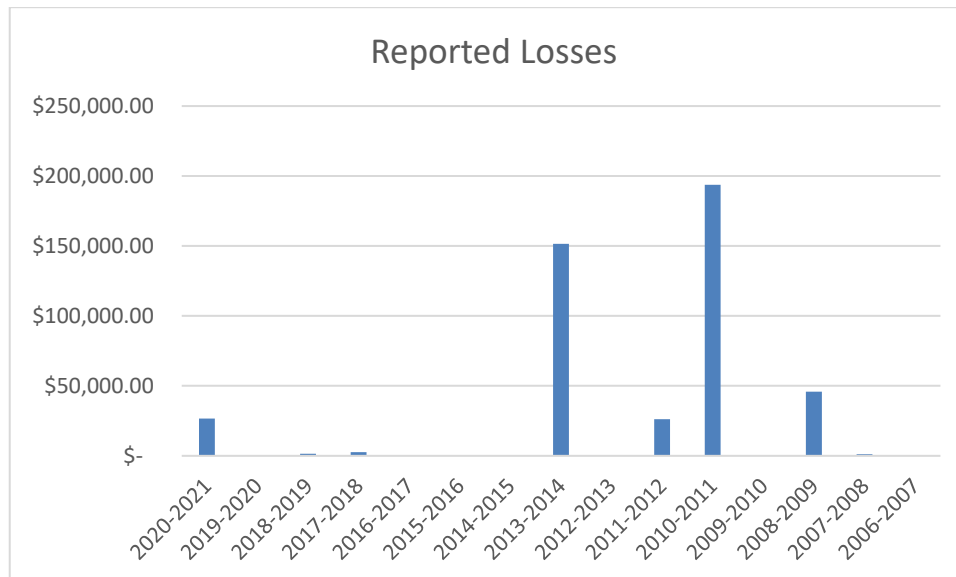
BCVWD is compliant with all OSHA regulations, such as maintaining Safety Data Sheets (SDS) sheets on worksites, providing Personal Protective Equipment (PPE), and providing all mandated training for employees.

Workers' Compensation:

The District had two workers' compensation claims in 2020. The employees have been released to return to work and the cases have been closed.

According to the District's insurance carrier, ACWA JPIA, the number of workers' compensation claims has trended lower each year overall:





Safety Training

BCVWD is committed to creating a safe environment for both the employees of the District and the public, and trains employees in best practices in order to achieve this goal. In 2020, BCVWD continued its partnership with Safety Compliance Company to provide OSHA-required training and additional support in the event of an inspection or similar event. Additionally, the District's safety employees participate in weekly "tailgate" safety meetings in which individual employees research various topics and provide training to each other. Tailgate-style meetings create buy-in and promote personal responsibility for safety.

As part of certification training, safety employees also participate in continuing professional development and safety training through resources provided by ACWA JPIA.

All district employees completed CPR/AED/First Aid certification in 2019 and will be due to be completed in late 2021.

Emergency Response

The District utilizes an Emergency Response Plan, and new employees receive an emergency response safety orientation. Worksites maintain an emergency roster to account for employees in the event of an emergency.

The Assistant Director of Operations is a member of a local emergency preparedness organization and collaborates with the community on the topic of emergency preparedness.

Prepared by Sabrina Foley, Human Resources Coordinator, February 17, 2021



**Beaumont-Cherry Valley Water District
Personnel Committee Meeting
February 22, 2021**

Item 6

HUMAN RESOURCES REPORT

TO: Board of Directors Personnel Committee

FROM: Sabrina Foley, Human Resources Coordinator

SUBJECT: Human Resources Department Report for the Period of January 19 – February 11

Personnel

Total Current Employees (Excluding Board Members)	40
Part Time	3
Temporary	4
Interns	0
Separations	1
Retiring Employees	0

New Hires

A temporary customer service position for the AMR/AMI project were filled effective 1/26/2021.

Anniversaries*

N/A

**Work Anniversaries for the purposes of this report are calculated from the most recent hire date and do not determine employment conditions or terms. This report does not include elected officials.*

Promotions

N/A

Employee Communications

On 1/19/2021, HR sent out a COVID-19 exposure notice.

On 1/21/2021, HR published memo #21-002: COVID Safety Reminders.

On 1/25/2021, HR published memo #21-003: COVID Vaccination Updates.

On 1/28/2021, HR hosted an optional webinar, "Disrupting Negative Thoughts."

On 2/4/2021, HR published memo #21-004: COVID-19 Prevention Program (CPP), which included instructions for a required CPP training for all employees.

On 2/4/2021, HR invited applications for the open Development Services Representative position.



On 2/4/2021, HR invited internal applications for the open Production Maintenance II position.

Pending Legislation

This legislation has been introduced but not yet chaptered.

Bill/Legislation	Title	Description	Effective Date
AB 95	Employees: Bereavement Leave	Would require employers to provide 10 days of unpaid bereavement leave, subject to certain exclusions.	New
SB 46	Employment: Contract Tracing and Safety Policies, COVID-19	Would require employers to develop and implement contract tracing and safety policies for COVID-19. Employees would be required to provide notice to their employer if they receive a positive COVID-19 test.	New
AB 444	State and Local Employees: Pay Warrants: Designees	Currently, government employees may designate an individual to receive their final paycheck ("warrant") in the event of their death. The bill would require employers to issue the final paycheck in the designee's name.	New
AB 513	Employment: Telecommuting Employees	This bill would authorize an employee working from home to receive legally required notices and postings electronically and sign certain documents electronically. The bill would also require that a working from home employee's wages due at the time of separation of employment be deemed to have been paid on the date that the wages are mailed to the employee.	New
AB 55	Employment: Telecommuting	Declares the intent of the Legislature to enact further legislation to ensure certain rights and benefits for telecommuting employees.	New
AB 237	Public Employment: Unfair Practices: Health Protection	Would make it an unfair practice for a public agency employer to fail or refuse to maintain or pay for medical coverage for an enrolled employee or their dependents during the employee's participation in an authorized strike.	New



AB 684	COVID-19 Exposure: Notification	Would require the State Department of Public Health to make information available which would allow the public to track the number of COVID-19 cases and outbreaks by both workplace and industry.	New
SB 238	Fair Employment and Housing Protections: Political Affiliation	Would add political affiliation as a protected characteristic for the right to seek, obtain, and hold employment without discrimination.	New

Prepared by Sabrina Foley, Human Resources Coordinator, February 16, 2020