



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:



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