



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

MINUTES OF THE PERSONNEL COMMITTEE MEETING
Monday, February 22, 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 5:39 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 Assistant Director of Operations James Bean Water Utility I Jeremy McCarty</i>
<i>BCVWD Employee Association reps:</i>	<i>Erica Gonzales Dustin Smith 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 January 25, 2021 Meeting minutes

Chair Covington invited public comment. There was none.

The Committee accepted the minutes of the January 25, 2021 Personnel Committee meeting.

MOVED: Covington	SECONDED: Ramirez	APPROVED
AYES:	Covington, Ramirez	
NOES:	None.	
ABSTAIN.	None.	
ABSENT:	None.	

3. Policies and Procedures Manual updates / revisions

- a. Section 1000 General
 - i. 1000 Definitions
 - ii. 1005 Contractual Provisions
 - iii. 1010 Policy Manual

Human Resources Coordinator Sabrina Foley presented the side-by-side comparison and noted that these policies have been vetted by Legal Counsel. Foley recommended presentation of these policies to the full Board for approval.

Chair Covington pointed to the employee status of the Board of Directors and stated that the Committee is in disagreement. He wondered about contradictory language in the policies and procedures document while changes are being made piecemeal. Ms. Foley indicated that this has been informally addressed. She said she could bring back the content as an attachment for review. Ultimately, the goal is to update every policy, section by section, so all would be reviewed for compliance and congruency, she said.

Ms. Foley pointed out that one of her goals was to include cross-references within the policy document. She said she would review the related Board of Directors section of the manual to ensure the new policy language matches what is currently adopted.

Director of Finance and Administrative Services Yolanda Rodriguez noted that the current objective is to establish the definitions and determine if the Committee is comfortable with the policy numbering. Director Ramirez suggested allowing the Committee more time to digest. General Manager Jagers pointed out that things of concern would remain until the policy manual was finished, but it will never be completed in one action by the Board.

Staff will need a vehicle to identify areas of concern and a methodology to close that out at the end, Jagers explained.

Chair Covington acknowledged that staff provided the format requested by the Committee and had it vetted by legal. He asked if there would be additional definitions. Ms. Foley indicated there was only a revision to the existing definitions section. She said her goal with this section was to establish the shorthand (i.e., "District") used throughout the document, but not to be exhaustive. Mr. Jagers added that this section is holistic and there will likely be other definitions within the body of the document.

Director Ramirez acknowledged that it will be a long process and suggested once the revision is complete at the Committee level, then it would be taken to the full Board.

In response to Director Ramirez, Ms. Foley suggested Committee tentative approval of this section, then moving forward section by section and not recommending to the Board until there is a full package. However, a concern would be that the Board would then have a huge policy manual to review and adopt.

Chair Covington recommended a larger portion should go to the Board but said he did not want to wait until the rest of the policy manual was ready, as there is still a lot of work to be done. He asked for an additional, broader section to go to the Board in March or April. Ms. Foley said she would bring the first part of Section 2000 to the Committee in March.

Covington asked about prior revisions. Ms. Foley said she is compiling them along with layout changes to create a finalized version along with the things thus far implemented. Covington asked if content the Board approved just a couple of years ago would be changing. Ms. Foley said yes; the legal language within the State of California continually changes and this is the nature of employment law and related policies. She said she is trying to gain consistency, and to do so staff must bring forward items that were reviewed more recently. Hopefully, any changes would be minor, she said, as she is not trying to make major changes.

General Managers Jagers suggested an overview of the manual contents at the next meeting and a roadmap of how it will be taken to the Board. Ms. Rodriguez suggested moving forward with the formatting only.

Chair Covington invited public comment. There was none.

Chair Covington moved approval of Section 1000 for further review and subsequent approval by the full Board.

MOVED: Covington	SECONDED: Ramirez	APPROVED
AYES:	Covington, Ramirez	
NOES:	None.	
ABSTAIN:	None.	
ABSENT:	None.	

4. Proposed Human Resources Department Vision, Mission and Values Statement

Human Resources Coordinator Sabrina Foley explained that a recommendation of the human resources consultant was to create a vision, mission, and values statement for the HR Department.

The mission statement for the District as a whole is *to provide water to the public at the best possible cost most efficiently*, Ms. Foley noted. The department-level statement is less formal.

Director Ramirez agreed that having a formal vision helps provide direction. In response to Director Ramirez, Ms. Foley said she had informally researched other water departments and agencies and composed the statement. The HR consultant made some comments, and it was then sent to the Director of Finance and Administrative Services and the General Manager for review, she said.

Chair Covington said he agreed with the idea of the statement and said it has hit many marks. He moved approval to recommend it to the full Board.

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

The Committee recommended the Human Resources Department vision, mission, and values statement to the full Board.

MOVED: Covington	SECONDED: Ramirez	APPROVED
AYES:	Covington, Ramirez	
NOES:	None.	
ABSTAIN:	None.	
ABSENT:	None.	

5. 2020 Summary of District Safety Report

Mr. Jagers reminded the Committee that this report was requested by Director Ramirez. Human Resources Coordinator Sabrina Foley reported that safety has continued to be a high priority under the leadership of this Board. Part of the essential function of adding the Human Resources Department was to fund safety training and provide those support systems for staff to improve.

Ms. Foley reviewed the Safety Report for 2020 reflecting last year's safety record. She added that a monthly COVID-19 inspection, quarterly OSHA inspection drills, and an emergency preparedness committee have been implemented in 2021.

Chair Covington asked about regular training for new employees. Ms. Foley explained the safety orientation, statement indicating the employee will not use equipment prior to training, weekly safety tailgate meetings, and ongoing formal training with Safety Compliance Company every other week. Required trainings or certification for topics such as trench shoring or confined space entry are ongoing via use of Target Solutions, Foley explained.

In response to Chair Covington, Ms. Foley indicated that responsibility for training falls on HR, and Assistant Director of Operations James Bean is responsible for the approach to the Operations Department and specifics, but HR keeps the safety records.

Director Ramirez noted that being able to onboard new staff and get them up to date on certifications is important. Target Solutions is a good thing for tracking, testing and certificates, he said and emphasized that it is important that staff receives the proper training. He asked if there was any training taking place in the field. Ms. Foley acknowledged that this was identified as an area of improvement via last year's

Employee Engagement Survey and is an area of growth for the District. Mr. Bean clarified that activities that had been done in the past have been hindered by COVID, but if there is an employee in-between trainings, employees have been sent to JPIA trainings at other agencies. The District partners with surrounding agencies, he explained.

Director Ramirez asked about certificates or sign ins for tracking. Ms. Foley assured there are records for completion and all trainings are tracked.

Ms. Foley confirmed that Safety Compliance Company is still being used. Mr. Jagers added that they are doing a good job for the District.

6. Report from Human Resources Department

Ms. Foley reviewed the report.

A temporary position was filled for the AMR/AMI project, she noted. Several COVID updates were provided to staff, and the COVID-19 Prevention Program was launched. The Production Maintenance position was posted, she noted.

Ms. Foley reported on pending legislation.

Chair Covington invited comment. There was none.

7. Report / Update from BCVWD Employees Association

Ms. Gonzales reported that she has been communicating to the employees to prepare for the negotiations for the MOU.

8. 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*
- *Preliminary communication / input from the Employee Association regarding the MOU*

9. Next Meeting Date:

Monday, March 15, 2021 at 5:30 p.m.

ADJOURNMENT: 6:38 p.m.

Attest:



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