



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

**MINUTES OF THE PERSONNEL COMMITTEE MEETING**  
**Monday, April 19, 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***

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**CALL TO ORDER**

*Chair Covington called the meeting to order at 5:34 p.m.*

**Announcement of Teleconference Participation**

Acting Director of Finance and Administrative Services William Clayton 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 Acting Director of Finance and Administrative Services William Clayton Human Resources Coordinator Sabrina Foley Administrative Assistant Erica Gonzales</i>
<i>BCVWD Employee Association reps:</i>	<i>Erica Gonzales Dustin Smith</i>

Acting Director of Finance and Administrative Services William Clayton 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 March 22, 2021 Meeting minutes

*The Committee accepted the minutes of the March 22, 2021 Personnel Committee meetings by unanimous vote.*

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

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

Ms. Foley advised the Committee that the Requests for Proposals for the classification study have gone out and proposals are due next Monday and will be evaluated next week. The recommendation from staff will be presented to the Board in May, she said.

The pre-bargaining analysis phase is continuing, she noted. Staff is looking into turnover rates and additional benefits information, she noted.

Chair Covington invited public comment. There was none.

### **4. Policies and Procedures Manual updates / revisions**

Human Resources Coordinator Sabrina Foley reminded the Committee that the Board had approved one section of the Policies and Procedures Manual and pointed out the updated tracking spreadsheet. Foley explained that the next section due to be reviewed has extensive edits based on recommendation by legal counsel. The items will come to the Personnel Committee for review after legal counsel has approved, she indicated.

Director Ramirez and Chair Covington said they look forward to seeing the final draft.

Chair Covington invited public comment. There was none.

### **5. Annual Report: Workforce Demographics and Community Demographics**

Human Resources Coordinator Sabrina Foley advised that this annual report is prepared upon recommendation of HR Dynamics. The data in the report is approximate, she said, as BCVWD has fewer than 50 employees and is not required to submit the federal form EEO to the Equal Opportunity Commission or Department of Labor, therefore the District does not collect data on employee demographics.

Foley noted that the District's service area comprises the City of Beaumont and the community of Cherry Valley but does not match those boundaries exactly. When

comparing Census information, enough is available to have a good picture of the community but it is not exact, she advised.

Foley pointed to the BCVWD demographics in comparison to the area population demographics and said that ideally, as a public agency, the District would represent the community it serves. She reviewed the report and noted that the District's employment is fairly well representative.

Director Ramirez commented that it seems the District has tried to mirror the community and strives to be as fair and equitable as possible.

Chair Covington invited public comment. There was none.

## **6. Report from Human Resources Department**

Ms. Foley reviewed the report. She noted one separation from employment and the hiring of a Development Services Representative.

The State of California announced a new requirement for COVID supplemental paid sick leave upon the expiration of the Families First Coronavirus Act, retroactive to January 1, she noted. The COVID-19 vaccine is now available in Riverside County for ages 16 and up for District employees and their families, she advised.

She briefed the Committee on current legislative action. Director Ramirez requested a current high-level synopsis of COVID-19 symptoms.

Chair Covington invited comment. There was none.

Chair Covington said he appreciated the legislative report.

## **7. Report / Update from BCVWD Employees Association**

Work is proceeding by the Association, Erica Gonzales reported. Chair Covington asked about understanding of the process, and Ms. Foley assured that training is pending but in progress.

## **8. Action List for Future Meetings**

- *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*
- *District Residences and Facility Emergency Policy*

**9. Next Meeting Date:** Monday, May 17, 2021 at 5:30 p.m.

**ADJOURNMENT:** 5:58 p.m.

Attest:



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