



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

MINUTES OF THE PERSONNEL COMMITTEE MEETING
Monday, December 20, 2021 at 5:30 p.m.

***Meeting held via teleconference pursuant to
California Government Code Section 54950 et. seq. and
BCVWD Resolution 2021-23***

CALL TO ORDER

Director Covington called the meeting to order at 5:45 p.m.

Announcement of Teleconference Participation

Director of Finance and Administrative Services Kirene Manini, PhD, clarified that this meeting is conducted pursuant to BCVWD Resolution 2021-23.

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.

Attendance

<i>Directors present:</i>	<i>Covington, Ramirez</i>
<i>Directors absent:</i>	<i>None</i>
<i>Staff present:</i>	<i>General Manager Dan Jagers Director of Finance and Administrative Services Kirene Manini, PhD Human Resources Coordinator Sabrina Foley Administrative Assistant Cenica Smith Director of Information Technology Robert Rasha</i>
<i>BCVWD Employee Association reps:</i>	<i>Julian Herrera Dustin Smith Erica Gonzales</i>

PUBLIC INPUT: *None.*

ACTION ITEMS

1. Adjustments to the Agenda: None.
2. Acceptance of the November 15, 2021 Meeting minutes

The Committee accepted the minutes of the November 15, 2021 Personnel Committee meeting by consensus.

3. Report from Human Resources Department

Human Resources Coordinator Sabrina Foley presented the report.

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

Human Resources Coordinator Sabrina Foley advised that the initial job descriptions for the classification study have been reviewed by management and job titles have been recommended to the Board. If the classification study and the compensation study move forward, employees will be given the opportunity to review the draft job descriptions and provide feedback.

Dr. Manini reported that preliminary financial information has been received for the compensation study.

Pre-bargaining analysis has been concluded, Foley continued, and bargaining is ongoing. She pointed to an updated tentative calendar of events with proposed special Board meetings in January and February for the Koff and Associates (Koff) presentation, budget amendment, and adoption of a new MOU. In response to Covington, Dr. Manini noted that this is subject to results from Koff.

Director Covington noted that any recommended changes to the MOU should be presented in redline. He requested that the draft Koff studies be provided to directors ahead of the meeting.

5. Report / Update from BCVWD Employees Association

Mr. Julian Herrera reminded that the vacation policy on rollover hours was changed in 2019, and advised the policy language did not get correctly transferred into the MOU. Employees were unable to roll over vacation hours – it had to be used, or cashed out, he noted.

Director Covington opined that policy as adopted by the Board trumps the MOU language. He pointed out the accrual caps.

Ms. Foley pointed out that upon examination of the meeting minutes, it was clear the intention of the policy was one thing, but interpretation hinges on one word: accrual rather than rollover. She suggested prioritizing revision of the vacation policy to match the intention.

Mr. Jagers indicated this would be investigated and any correction would come to the Board.

6. Policies and Procedures Manual updates / revisions

Human Resources Coordinator Sabrina Foley presented proposed changes to the following policies:

- Policy 3030 Gift Acceptance Guidelines.

Ms. Foley reminded about previous discussion at the November 15, 2021 meeting and the Board's request for a more robust policy in line with the requirements of the Fair Political Practices Commission (FPPC). Legal counsel and the Finance Department have provided more significant edits, she added.

Foley outlined the policy sections and noted the link to the FPPC guideline, currently limited to \$520 per year from a single source. Covington requested addition of reference to the FPPC source and removal of references to current year.

In response to Director Ramirez, Ms. Foley explained that the policy applies to all employees. Specific employees designated in the Conflict-of-Interest Code are required to file the annual Statement of Economic Interests, as are the Board of Directors, she noted.

Director Covington pointed to the list of exceptions, and Ms. Foley reviewed them.

- Policy 3035 Outside Employment

Ms. Foley noted the changes made in response to discussion at the November 15, 2021 meeting including the requirement to disclose outside employment.

After discussion, the Committee agreed that disclosure was appropriate to be made to the employee's supervisor; and notification shall be made to Human Resources by the supervisor. The determination of conflict will be made by the supervisor, with confirmation by Human Resources. HR will notify the general manager of any outside employment situations.

The Committee acknowledged the intent to allow outside employment and agreed with Dr. Manini's suggestion about including a definition.

The Committee requested this policy come back with the changes as indicated.

- Policy 3205 Substance Abuse

Ms. Foley introduced the policy and reviewed all changes. Mr. Jagers noted that the members of the MOU had some concerns.

In response to Committee comments, Mr. Jagers suggested that some of the items included in the appendices be moved forward into the main body of the policy. Director Covington also recommended inclusion of further definitions to clean up gray areas.

Mr. Jagers pointed out that prohibited conduct does not apply to legal activity at District residences. This is addressed in the residences policy, he noted.

Director Covington pointed out that the Alcohol Use section should not allow any acceptable level of alcohol. Staff will consult with legal counsel. Covington indicated that the "safety-sensitive" designation in section 3205.6 - 3 should be removed to make it applicable to all employees, and the reference to four hours should be removed.

Ms. Foley read proposed new section 3205.8 applicable to safety-sensitive employees and regarding suspension of driving licenses, and Mr. Jagers indicated this generated some concern at the field level. Mr. Herrera noted that procedure in the past has been different.

In response to Director Covington, Ms. Foley will consult legal counsel regarding Department of Transportation language defining accident.

Sections 3205.13 and 14 were discussed and Mr. Jagers made recommendations consistent with earlier discussion. Covington suggested clarification of alcohol levels and testing. Mr. Smith suggested a maximum number of days to be sent home; Covington indicated this should be undefined and left to the situation.

Director Ramirez pointed to the insertion of gender-neutral language and recommended revising the adopted policy convention to eliminate it if it is not a point of law. Ms. Foley explained the best practice and non-discrimination. Mr. Jagers reminded that the Board will need to make the decision on changing holistically, dependent on legal counsel's determination.

Regarding post-accident testing, Mr. Smith advised that testing not to exceed eight hours should be a shorter time frame. Covington suggested elimination of the time frames; Director Ramirez suggested "immediately" or "as soon as possible." Dr. Manini suggested legal counsel guidance. Mr. Jagers suggested seeking an after-hours clinic to perform the required test.

Director Covington added that all testing costs will be paid by the District.

Chair Covington continued the remainder of the policy items to the next Personnel Committee meeting.

7. Review Policy Manual Project Priorities

Chair Covington continued this item to the next meeting.

8. District Water Certification

Ms. Foley reminded that this report was requested by Director Ramirez. She explained the certification requirements for water distribution and treatment operators and presented the report.

Director Covington noted that the classification study in progress discusses moving most of these positions down with the exception of taking the Director of Operations from a 4 to a 5.

9. Action List for Future Meetings

- *Employee Association topics (none added)*
- *Policy manual updates (ongoing)*
- *Closure of the office on Thursday, Dec. 30 in observance of New Year's Day*

10. Next Meeting Date: Tuesday, January 18, 2022 at 5:30 p.m.

Mr. Jagers advised that the 2022 proposed Personnel Committee schedule will be on Tuesdays.

ADJOURNMENT: 8:07 p.m.

Attest:



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