



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

**MINUTES OF THE PERSONNEL COMMITTEE MEETING**  
Tuesday, February 15, 2022 at 5:30 p.m.

***Meeting held via teleconference pursuant to  
California Government Code Section 54950 et. seq. and  
BCVWD Resolution 2022-04***

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**CALL TO ORDER**

*Director Ramirez called the meeting to order at 5:39 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 2022-02.

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>Ramirez, Hoffman (alternate)</i>
<i>Directors absent:</i>	<i>None</i>
<i>Staff present:</i>	<i>General Manager Dan Jagers Human Resources Coordinator Sabrina Foley Administrative Assistant Cenica Smith Director of Information Technology Robert Rasha</i>
<i>BCVWD Employee Association reps:</i>	<i>None present</i>

**PUBLIC INPUT:** *None.*

**ACTION ITEMS**

1. Adjustments to the Agenda: None
2. Acceptance of the December 20, 2021 Meeting minutes

*The minutes were tabled to the next meeting.*

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

Human Resources Coordinator Sabrina Foley presented the report. She advised that the District currently has 44 employees, not including Board members. Two temporary employees have been hired.

Foley advised the Committee about new and pending legislation. Director Hoffman pointed to AB 1632 and asked if the District's restrooms were ADA compliant; Foley said the facilities visited by customers are ADA compliant.

Director Ramirez asked if any grievances were safety related; Ms. Foley replied no.

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

Human Resources Coordinator Sabrina Foley updated the Committee on activity related to the MOU. Once a tentative agreement is reached, a draft will be presented to the Board for consideration, she advised.

Foley reminded the Committee about upcoming special meetings regarding the classification and compensation studies.

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

None.

### **6. Annual report: 2021 Performance Evaluation Compliance**

Human Resources Coordinator Sabrina Foley presented the report and noted overall compliance in 2021 of 85 percent, an improvement over 2020.

In response to Director Ramirez, Mr. Jagers acknowledged that some of the missing reports were at the executive level. Ms. Foley noted that the Transmission and Distribution department was short only one evaluation due to an employee extended absence. Jagers assured he is working on getting the remaining evaluations scheduled.

Ramirez requested a progress update at the next meeting.

Director Hoffman indicated appreciation for staff.

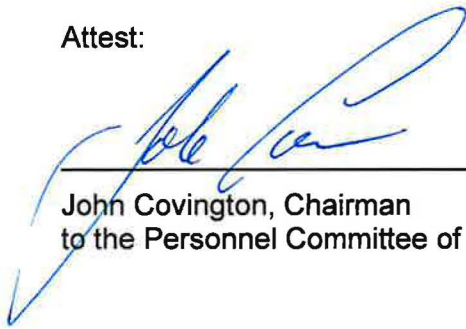
### **7. Action List for Future Meetings**

- *Employee Association topics (none added)*
- *Policy manual updates (ongoing)*
- *Standardized employment contracts*
  
- *Review of Policy 1010 on gender neutral language (pronouns) to be moved forward to the full Board*

8. **Next Meeting Date:** Tuesday, March 15, 2022 at 5:30 p.m.

**ADJOURNMENT:** 6:09 p.m.

Attest:



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