



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

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

***Meeting held in-person and via teleconference pursuant to  
California Government Code Section 54950 et. seq. and  
BCVWD Resolution 2022-27***

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**CALL TO ORDER**

*Chair Covington called the meeting to order at 5:35 p.m.*

**Announcement of Teleconference Participation**

Human Resources Administrator Sabrina Foley clarified that this meeting is conducted pursuant to California Government Code Section 54953 and BCVWD Resolution.

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.

Director Covington attended in person. Director Ramirez attended via teleconference.

*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 Information Technology Robert Rasha Human Resources Administrator Sabrina Foley Management Analyst II Lorena Lopez Administrative Assistant Cenica Smith</i>
<i>BCVWD Employee Association reps:</i>	<i>Water Production Operator II Dustin Smith</i>

**PUBLIC INPUT:** *None.*

**ACTION ITEMS**

- 1. Adjustments to the Agenda:** None.

**2. Acceptance of the Meeting minutes**

a. September 20, 2022

*The Committee accepted the minutes of the Personnel Committee meeting by the following vote:*

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

**3. Report / Update from BCVWD Employees Association:** No Report.

**4. Report / Update from Exempt Employees:** No Report.

**5. Report from Human Resources Department**

Human Resources Administrator Sabrina Foley presented the report. She highlighted the Great Shakeout earthquake preparedness drill and application for the Department of Education Public Service Loan Forgiveness program as a qualifying employer.

**6. Annual Report: Grievances and Complaints**

Ms. Foley shared the report noting the 8.75 average calendar days for resolutions. Each year the District is averaging four complaints of varying intensity since tracking began in 2020. General Manager Jaggars indicated that the average resolution time is driven by policy processes.

**7. Update: Workforce and Succession Planning Project**

Human Resources Administrator Sabrina Foley noted that consultant The Mejorando Group was on site on November 1 and 2 and were able to meet with key stakeholders. Phase 1 is concluding, she reported. The bulk of the work for Phase 2 will be done December through January, followed by implementation based on the District's timing and schedule.

Foley said she would be meeting with the Mejorando Group this week. Phase 1 is on budget, she noted, and is approximately 71 percent complete.

Chair Covington noted that he had requested multiple times something different than what The Mejorando Group principal Patrick Ibarra seemed to be planning on delivering. The consultant was hired for specific reasons which were broadly discussed at the Personnel Committee and Board levels, he stated, and said he wants to make sure that, at this point, there is a general understanding of what is being done, what is supposed to be done, and whether there is adequate staff.

Covington pointed to the scope of work and said the Board needs to understand short term and long-term necessities and goals. He noted that long term goals should be

confined to the next five years. He emphasized that he does not want a report that cannot be used. He recalled discussion of a potential assistant general manager, available space, and staffing needs. The activity is not intended to lay off employees or merely look at staffing level; it is to provide a road map starting today and where the District should be in the next five years with the level of service to be provided and technology to do a more expedient and proficient job.

Covington reminded that Director Hoffman was not on board with doing this study, and encouraged staff to assure that the Board gets what it was looking for from the study.

Ms. Foley indicated she had discussed with the consultant how to best make the Board feel comfortable with the final report. She suggested a main recommendation and a menu of options for implementation that could be adjusted.

Director Ramirez indicated support for Covington's desired results from the study.

## **8. Policies and Procedures Manual Updates / Revisions**

Human Resources Administrator Sabrina Foley reviewed the policies.

Policy 3075 Vacation: Ms. Foley reminded the Committee of prior discussion and that the Employee Association had requested review of the vacation cap for non-exempt staff. She pointed out changes made based on the conversation at the last meeting.

General Manager Jagers pointed to Section 5.5 regarding accrual and carryover. He pointed out the suggested grace period of 90 days.

The Committee reviewed the policy line by line. Sections discussed were:

**3075.3 New Employees:** Director Covington asked about the length of the probationary period and indicated he had not made the recommendation for 90 days, but employees should be able to use their accrued vacation time. Ms. Foley explained the current variables. General Manager Jagers indicated that the 90 days would not create any conflict. Management Analyst II Lorena Lopez added that any time within the 90 days the vacation would still be paid out with final pay. Director Ramirez concurred with the change.

**3075.4 Use of Vacation:** Ms. Foley explained this is clarification language regarding the accrual cap. Legal Counsel advised that as long as the accrual is paused, an employee cannot be required to use their vacation time. Once the cap is attained, no new vacation time will be added to the balance until the employee either uses, cashes out, or leaves the District, she noted. Mr. Jagers noted that there would now be an opportunity to cash out vacation time at every pay period. Directors Covington and Ramirez concurred with the change.

**3075.5 Accrual Cap:** Non-exempt employees currently have a 120-hour vacation cap, and the Association requested 320, Chair Covington explained. The Board felt more comfortable with a cap at 160 hours, he noted.

Ms. Foley advised the Association that the Committee felt strongly about the 160 hours, and she was asked to offer a second option with an accrual schedule based on years of service. She presented the Schedule B option based on two times the annual earning. Mr. Dustin Smith reported that field staff is supportive of the proposed accrual schedule and noted that the staff concurs with the accrue-as-you-go policy.

Ms. Foley noted that she added the General Manager's right to allow overages to each section for clarity.

Mr. Jagers pointed out that the accrual period was modified, and the Schedule B option does not parallel the years of service for exempt employees. Ms. Foley pointed out that specific employment contracts override policy. Director Covington suggested no change.

Covington said he understood the employees' position on the 160-hour accrual cap but from an operational and financial standpoint for the District it makes it cumbersome to allow that number of hours to accrue. The Board is taking advice from the auditors and administrative staff, he stated, and until something different is heard, this is a good faith effort going from 120 to 160 hours. This has to come back to the full Board, and they have an opportunity to weigh in, he reminded. Director Ramirez indicated he is still comfortable with the 160-hour cap and said the minimum on-hand vacation should be maintained. Covington directed staff to show the Committee's recommendation of the accrual cap going from 120 to 160 for presentation to the Board without inclusion of the requested Schedule B option.

Ms. Lopez pointed out that unless adopted, under the current policy, eight employees would receive 160 hours of vacation time on January 1, 2023. Jagers noted that there would be a grace period which could be handled under the General Manager's right to allow overages in special circumstances.

Director Ramirez noted that "special circumstances" could be anything and suggested discussion. Covington agreed. Jagers reminded that the language had been there related to non-exempt employees and was merely being added to the exempt employee category.

*There was a break in the recording between 6:21 and 6:27 p.m. Per the requirements of the Brown Act, discussion ceased during the break.*

The Committee determined that "special circumstances" should be limited to medical needs or pending leave of absence.

3075.6 Carryover: Ms. Foley explained this is added language that the Committee had not seen before.

3075.7 Vacation Buy-Back: Ms. Foley reviewed the section language and Director Covington noted this allows more flexibility for buy-back of vacation rather than limiting to twice a year.

3075.8 Sick Leave: Ms. Foley confirmed that the language was provided by Legal Counsel.

3075.9 Scheduling: Ms. Foley noted the changes were merely grammatical.

3075.10 Grace Period: Ms. Foley reviewed the new policy section. Chair Covington recommended limiting the grace period to 120 days. Ramirez concurred.

3075.11:Ms. Foley noted this section regarding payout upon termination was recommended by legal counsel.

Policy 5010 Emergency Response Guideline for Hostile or Violent Incidents: Ms. Foley explained that this is a cleanup exercise with no substantial changes, except for section 5010.10 referring to the existence of an Emergency Response Plan. Chair Covington acknowledged that the changes are almost non-material in nature. Director Ramirez said he had no comment as long as everything conforms to State law; Ms. Foley assured that legal counsel has recommended the policy.

*The Committee recommended moving forward Policy 5010 to the Board for consideration by the following vote:*

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

Policy 5030 Budget Preparation: Ms. Foley explained the proposed changes to the policy as suggested by the Director of Finance and Administration.

Director Covington noted that the existing policy was a little weak and said he favored the new flexibility, specification of who has responsibility and memorialization of the process.

*The Committee recommended moving forward Policy 5030 to the Board for consideration by the following vote:*

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

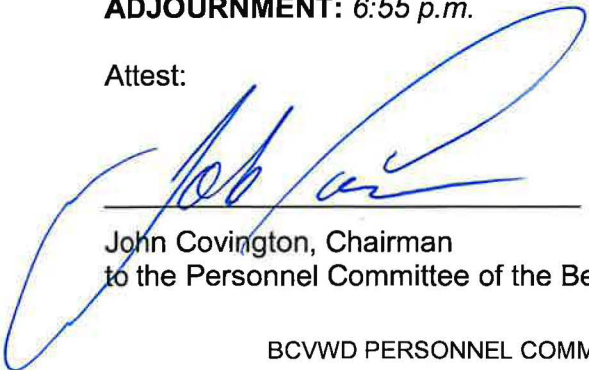
**9. Action List for Future Meetings**

- *Review of District 457 plan and related fees*
- *Employee Association topics (none added)*
- *Policy manual updates (ongoing)*
- *Status of Workforce and Succession Planning*

**10. Next Meeting Date:** Tuesday, January 17, 2023, at 5:30 p.m.

**ADJOURNMENT:** 6:55 p.m.

Attest:



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