



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

MINUTES OF THE PERSONNEL COMMITTEE MEETING
Tuesday, April 18, 2023 at 5:30 p.m.

CALL TO ORDER

Chair Covington called the meeting to order at 5:33 p.m.

Attendance. Directors Covington and Williams attended in person.

<i>Directors present:</i>	<i>Covington, Williams (alternate)</i>
<i>Directors absent:</i>	<i>Ramirez</i>
<i>Staff present:</i>	<i>General Manager Dan Jagers Director of Finance and Administration Kirene Bargas, PhD Director of Information Technology Robert Rasha Management Analyst II Lorena Lopez Administrative Assistant Cenica Smith Administrative Assistant Lynda Kerney</i>
<i>BCVWD Employee Association reps:</i>	<i>Water Utility Supervisor Julian Herrera</i>

PUBLIC COMMENT: *None.*

ACTION ITEMS

- 1. Adjustments to the Agenda:** None.
- 2. Acceptance of the Meeting minutes**

a. March 21, 2023

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

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

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

4. Report / Update from BCVWD Exempt Employees:

Management Analyst II Lorena Lopez reported that a draft policy on hybrid work schedule has been created. General Manager Jaggars reminded the Committee of discussion at the March meeting. Concerns voiced by non-exempt employees were:

- Cost of Living Adjustment
- Hybrid schedule for non-customer facing employees
- 4/10 work schedule in writing
- Clarity on agreement or employment contract
- Review and re-sign finalized agreements
- Retirement / CalPERS pension contributions
- Grandfathering conditions of existing agreements

Of continuing interest to contract staff, Personnel Committee and Board are options for remote / hybrid work, Jaggars continued. He received sample policies from Eastern Municipal Water District and Western Municipal Water District (pilot programs) and a handout from the CMSFO conference on pros and cons. He proposed discussion at the May 16 meeting to establish recommendation to the Board.

Mr. Jaggars reminded that the Human Resources Administrator had resigned and there has been a slowdown in related work.

5. Report from Human Resources Department

Dr. Bargas presented the report.

Director Williams asked about time requirements related to AB 1484 on temporary public employees. Dr. Bargas will seek an answer.

Mr. Jaggars noted that Knute Dahlstrom had retired.

6. Policies and Procedures Manual Updates / Revisions

Mr. Jaggars pointed to the Policy Approval Tracking List with a number of policies remaining to be addressed. With the resignation of the HR Administrator, he recommended looking at the level of service for the HR Department and potential use of a consultant to prepare the remaining policies and procedures for a workshop to review them all at once to complete the Manual. He recommended discussion at the next meeting.

Policy 3125 Uniforms and Protective Clothing: Chair Covington reminded about the direction to staff to incorporate language from the MOU, and noted this has been done. Dr. Bargas confirmed the addition of the MOU language and the \$200 allowance.

The Committee recommended moving forward Policy 3125 to the Board for consideration by the following vote:

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

Policy 5090 Records Retention: Dr. Bargas advised the update includes multiple changes. Legal counsel is still reviewing the document, she noted.

Director Covington pointed out that most of the policy is governed by State law. He suggested further discussion after review by legal counsel.

Director Williams asked about the organization of the new Vital Records table. Ms. Kerney noted that the list on the original policy had been revised into a table. Categories were added based on the District's filing system and Records Retention Schedule.

This will be brought back to the next Personnel Committee meeting after legal review.

Policy 6025 Public Documents and Public Records Act Requests: This will be brought back to the next Personnel Committee meeting after legal review.

The Committee would also like to see the next two policies on the list for revision at the May 16 meeting.

7. Action List for Future Meetings

- *Employee Association topics*
 - *Draft policy on hybrid / remote schedule for non-customer facing employees*
 - *AB 1484 Temporary public employees (definitions)*
 - *Policy manual updates (ongoing)*
 - *Workers Compensation*
 - *Accommodations for Disability*
 - *Status of Workforce and Succession Planning report and payments*
- Mr. Jagers advised that the consultant has provided the draft report, but staff believes there is a deficiency and per comment from Director Ramirez has suspended work on the project. This will be brought to the Personnel Committee or Board for discussion after legal counsel consultation. In response to Director Covington, Dr. Bargas indicated that both Phase 1 and Phase 2 payments were made.

8. Next Meeting Date: Tuesday, May 16, 2023, at 5:30 p.m.

ADJOURNMENT: 6:05 p.m.

Attest:



Andy Ramirez, Director
to the Personnel Committee of the Beaumont-Cherry Valley Water District