

CROCKETT COMMUNITY SERVICES DISTRICT

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MINUTES OF PERSONNEL COMMITTEE MEETING MARCH 12, 2019

CALL TO ORDER: The meeting was called to order at 4:00 PM by Chairperson Barassi. Also present were Commissioner Bartlebaugh, Commissioner Cusack, and Mr. Wilson. General Manager McDonald was also in attendance. Director Sutton and Mr. Burnett were absent.

PUBLIC COMMENTS: None

1. DISTRICT CODE TITLE 4 – PERSONNEL: Mr. McDonald reported that he is updating the District Code and is seeking input from the Personnel Committee on the section that deals with personnel. Mr. Barassi mentioned, and it was confirmed by others, that they only received the agenda via email link and not the supporting documents. Mr. McDonald said the full packet was available on the website under the meeting page. He will work to make sure future email notices provide a direct link to the full agenda packet and not just to the agenda meeting page. Mr. Wilson asked if Title 4 should address protection of our employees from aggressive or harassing members of the public. He provided an example that occurred at the pool to a lifeguard. Mr. McDonald said rules adopted by the Board and management would prohibit such action. Mr. Wilson also said that when the District Code was created it was based on code from a larger agency. He questioned whether some sections are needed for our small district such with so few employees, in particular Chapter 4.24 on Employer-Employee Relations which deals with the forming, joining and participating in employee organizations. He said there are only one or two people in the recreation department that can potentially be part of a union. Mr. McDonald will take these questions back to legal counsel and bring Title 4 Personnel back review to the committee for review at a future meeting.

2. POOL HIRING FOR SUMMER 2019: Mr. Wilson reported that two Assistant Aquatics Managers indicated they will not be returning this summer. He said he will be attending the John Swett High Job Fair on March 19 to recruit lifeguards and swim instructors. Historically the majority of summer employees are hired from the Crockett Swim Team and John Swett High but in recent years there has been less and less interested in working at the pool. Jobs nearby, such as In-and-Out, are paying \$15 per hour or more. Last year the Recreation Department (REC) began paying for lifeguard classes to remove the financial burden faced by prospective employees. A few students were unable to pass the class and REC footed the lifeguard class bill. To avoid this from happening again REC will give a pre-test to those interested in becoming lifeguards which consists of swimming 12 laps and bringing a 10 lb. brick up from the diving well in the pool. Those that pass the pre-test will be offered employment conditional upon passing the lifeguard class. Mr. Cusack asked if the person is a qualified lifeguard will they have to take the test again. Mr. Wilson said lifeguard certificates are good for 2 years and those returning in good standing will not have to retake the test. He said the pool needs 15 lifeguards to operate without reduced hours. Mr. McDonald expressed his concern on the impact to the Recreation Manager by not having three Assistant Aquatics Managers. He said these are key positions which are available to individuals 18 and over who have completed WSI training. WSI training is primarily offered in March and April so

identifying candidates for these positions must occur now. Mr. Barassi is open to raising the pay scale, even to \$17 per hour, if that what it takes to keep the pool open.

- 3. VACATION LEAVE BENEFIT CHANGES:** Mr. McDonald provided the Vacation Leave benefits policy to the committee. He said that two employees of the Recreation Department (REC) that have been employed by the District in excess of 10 years currently accrue only two weeks of vacation per year. To recognize these employees's service to the District, management is recommending changing the Vacation Leave benefit to provide three weeks of vacation accrual starting on the anniversary of the tenth year of service. The policy change will have minimal financial impact to the REC budget. A motion to recommend three weeks of vacation leave accrual for non-exempt employees beginning on the anniversary of the tenth year of employment to be effective retroactively as of January 1, 2019 carried unanimously (rw/sb). Mr. McDonald will draft resolution and submit to the District Board.
- 4. HEALTH BENEFIT PROGRAM:** Mr. McDonald reported back on questions raised at the last meeting regarding health coverage for part-time employees. He said CalPERS Health determines eligibility based on the District's definition of full-time, currently 34 hours. In the case for CalPERS Health that would mean regular year round employees working 17 hours or more must be offered health benefits. During research on these questions a second program offered by Special District Management Authority (SDRMA) was identified. Details along with pros and cons were presented to the committee. Mr. McDonald said the question on funding a Health Benefit program remains open. He provided the estimated cost of covering eligible employees and a summary of the proposal looking into funding from the annual property tax allocation and Crockett Co-gen Return-to-Source (RTS) funds. These items will be discussed by the District's Budget & Finance Committee. The Personnel Committee supports continued research into offering a Health Benefit Program. Mr. McDonald will speak with employees individually to see if what is being researched would be a benefit to them, to determine the contribution level required so as not to cause financial harm, and whether they would take advantage of the health program if offered. He will bring the results back to the Personnel Committee after meeting with the Budget & Finance Committee.
- 5. ANCILLARY COVERAGES:** Mr. McDonald presented a list of ancillary coverages offered by SDRMA which included dental, vision, and an Employee Assistance Program (EAP) and asked the committee if there is any interest in adding these coverages as a Health Benefit program is developed. Mr. Cusack said that when he employed 50 people he provided fully paid health benefits including for dependents but did not offer dental or vision. Mr. McDonald said in various surveys health benefits were provided by almost all agencies but dental and vision were not always offered. He received leads on EAP programs offered by Managed Health Network (MHN), Claremont EAP, and Evolve. The cost of SDRMA's MHN EAP program is low at \$2.82 per employee as it is part of a group plan. Staff was directed to look into whether SDRMA's EAP program can be contracted on its own, without Health benefits, or whether the District will need to look into the private market directly. The committee only supports providing EAP as an ancillary benefit.
- 6. ON-CALL STANDBY FOR SANITARY DEPARTMENT MANAGERS:** Mr. McDonald shared information on on-call standby with the committee. Currently the General Manager/Crockett Sanitary Department Manager and Port Costa Sanitary Department Manager provide on-call standby coverage as part of their employment contract. The District does not have an on-call standby policy and instead relies on guidance from employment contracts, the Personnel Policy & Procedures Manual prohibiting outside employment, and the District's Sewer System Management Plan (SSMP) overflow emergency response plan requirements. Included in the

report was information on standby pay offered by other sanitary districts. The Personnel Committee received the report. No action was taken.

- 7. ALTERNATIVE WORK POLICY AND ALTERNATIVE 9/80 SCHEDULE:** The Personnel Committee requested information at its last meeting on the Alternative 9/80 schedule being followed by the sanitary department managers. Mr. McDonald presented the current policy and Alternative 9/80 Schedule adopted November 16, 2016. He explained to the committee that depending on workload or responsibilities for coverage, such as construction projects or meeting with contractors early or late, the actual start and end time for sanitary department employees may flex but that the working schedule of 9 hour days Monday through Thursday and 8 hours on alternating Fridays is adhered to. The General Manager is responsible for making sure staff is available at the District office during regular business hours with the exception of when work in the field is required. The Personnel Committee received the report. No action was taken.

CLOSED SESSION:

- 8. CONFERENCE WITH LABOR NEGOTIATOR:** The Committee went into closed session at 5:05 PM to discuss contract extension with respect to current employee Port Costa Sanitary Department Manager Barnhill, Pursuant to Government Code Section 54957.6. A short break was taken between 5:39 PM and 6:02 PM. Mr. Wilson had to leave.

REGULAR SESSION:

- 9. ANNOUNCEMENT OF CLOSED SESSION ACTIONS:** The meeting resumed in open session at 6:15 PM. Mr. McDonald announced that an agreement has been reached extending the management agreement with Port Costa Sanitary Department Manager Barnhill for 3-years through March 31, 2022, setting the salary at Level II Step D \$5,504, allowing option by employee to call for renegotiation of contract in writing on or before January 31, 2020 and/or January 31, 2021 good for 60 days from request, and allowing submittal of 30 day notice of resignation during renegotiation period(s) with payment in full for benefits accrued.

- 10. GENERAL DISCUSSION OF EMPLOYMENT ISSUES:** Mr. Barassi asked what ideas the General Manager had regarding possible reorganization of the sanitary departments. Mr. McDonald briefly stated he began considering contingency plans just in case the Port Costa Manager's contract was not extended. One of the ideas considered would have been to make the Port Costa Department Manager position a part-time position with the hope someone from Port Costa would be interested in serving, maybe a retiree, and create a new full-time hourly Sanitary Operations Manager position that would be responsible for the day-to-day operations of both the Crockett and Port Costa Sanitary Department with both positions reporting to the General Manager. If this were to be pursued an on-call standby pay policy would have to be developed.

ADJOURNMENT: The meeting was adjourned at 6:23 PM.

Respectfully submitted,

Dale McDonald
March 15, 2019