

# CROCKETT COMMUNITY SERVICES DISTRICT

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## MINUTES OF PERSONNEL COMMITTEE MEETING MARCH 12, 2020

CALL TO ORDER: The meeting was called to order at 4:10 PM by Director Barassi. Present were Director Sutton, Commissioner Bartlebaugh, Recreation Department Manager Wilson and General Manager McDonald. Commissioner Cusack was absent.

PUBLIC COMMENTS: None

1. RESPONDING TO THE 2019 NOVEL CORONAVIRUS: Mr. McDonald reported on the measures staff has taken to protect the public's health, protect its employees, and slow the rate of transmission of the 2019 Novel Coronavirus (COVID-19). The District is following the guidelines as given by the California Department of Public Health. Currently there is no order to close our facilities and as such it is up to the individual renter to decide on whether to postpone or cancel large gatherings over 250 people. Recreation staff met and went over disinfecting, social distancing, and other measures of safety for upcoming rental events. Ms. Sutton asked how staff was going to go about maintaining social distance during events. Mr. Wilson said staff has a separate office area, for the most part they will not be mingling with the renters. Staff has been instructed to perform visual inspections and disinfect more frequently in the bathrooms, to door handles, kitchen faucets, and the bar area while maintaining distance and without disrupting the event. Mr. McDonald said the District does not have a policy for how it plans to address employees who may be ordered to stay home if they are sick or showing symptoms of COVID-19. Our hourly staff receive one week of sick leave a year and can accrue only up to two weeks. It was the consensus of the committee that if an employee is quarantined, they can choose to work from home, if feasible, or use their paid sick leave. If an employee exhausts their paid sick leave the District would provide paid leave for the remainder of their quarantine without drawing down other leave balances such as vacation leave.

2. AQUATICS POOL HIRING FOR SUMMER 2019: Mr. Wilson reported that the John Swett Career Fair has been cancelled. It is how we promoted the hiring of seasonal staff last year and we will have to find another way to reach out to prospective employees. Ms. Sutton said maybe work with the Crockett Swim Team to find employees. Mr. Wilson said he is planning to pay for lifeguard classes again this year for new and returning employees, the class is scheduled over the weekend of May 2 and 3.

CLOSED SESSION: The committee went into closed session at 4:34 PM. Mr. Wilson left the room.

3. PERFORMANCE EVALUATION - RECREATION DEPARTMENT MANAGER: Presented by Mr. McDonald pursuant to Government Code Section 54957.

4. PERFORMANCE EVALUATION - PORT COSTA SANITARY DEPARTMENT MANAGER: Mr. Wilson returned to the meeting for the remainder of the closed session. Evaluation presented by Mr. McDonald pursuant to Government Code Section 54957.

OPEN SESSION: The committee returned to open session at 5:41 PM.

5. ANNOUNCEMENTS OF ACTION DURING CLOSED SESSION: Mr. Barassi said both employee performance evaluations were received.

6. RECOMMENDATIONS TO DISTRICT BOARD: A motion to recommend to the Board that the Recreation Manager Wilson be awarded one pay level step increase according the published Pay Scale of Wages carried unanimously (lb/es).

7. GENERAL DISCUSSION OF EMPLOYMENT ISSUES: Mr. Barassi said maybe it's time the Board should look to address how to reorganize the management of Port Costa and Crockett Sanitary operations, to see if there is any benefit to combine or change aspects of the jobs. Mr. Wilson said things evolve and he would support relooking at positions. Mr. Bartlebaugh said some, such as on the Commissions, may not be interested in combining. Ms. Sutton said she sees it more about reconfiguring the positions for improved government functioning, not about joining the Commissions. Mr. McDonald will consider these suggestions and bring something to the Board later.

ADJOURNMENT: The meeting was adjourned at 5:49 PM.

Respectfully submitted,

Dale McDonald  
March 20, 2020