Crockett Community Services District

PERSONNEL COMMITTEE MEETING

AGENDA FOR TUESDAY, APRIL 8, 2025.

TIME: 4:00 PM – Regular Meeting
LOCATION: Crockett Community Center, 850 Pomona Street, Crockett, CA

The Personnel Committee is an agent of the Crockett Community Services District.

1. CALL TO ORDER - ROLL CALL
2. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER
3. PUBLIC COMMENTS ON NON-AGENDA ITEMS
   (The Committee is prohibited from discussing items not on this agenda. Matters brought up that are not on the agenda may be referred to staff for action or calendared on a future agenda.)
4. CONSENT CALENDAR: Consideration of a motion to approve the following items:
   a. Approve Minutes of March 11, 2025.
   b. Approve Minutes of March 27, 2025.
   c. Receive report on actions taken by the District Board for March 26, 2025.
5. ADMINISTRATIVE:
   a. Discuss review form for the District Secretary.
6. REPORTS / COMMENTS FROM COMMITTEE MEMBERS AND STAFF:
   (These items are typically for the exchange of information only. No action will be taken at this time.)
7. FUTURE AGENDA ITEMS
   a. Discuss salary schedule policy.
   b. Job posting policy.
8. ADJOURNMENT: until May 13, 2025.

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Per California Government Code Section 54957.5, any writing or document that is a public record related to an open session agenda item, and is distributed less than 72 hours prior to a regular meeting will be made available for public inspection. The Board has designated the District's website located at www.town.crockett.ea.us/meetings as the place for making those public records available for inspection. The documents may also be obtained by calling the District Secretary at the Crockett Community Services District Office in Crockett. If, however, the document or writing is not distributed until the regular meeting to which it relates, then the document or writing will be made available to the public at the location of the meeting, as listed on this agenda. The office address is 850 Pomona Street, Crockett, California 94525.

BOARD PERSONNEL COMMITTEE

of the Crockett Community Services District

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e-mail: districtsecretary@town.crockett.ca.us
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For Review

MINUTES OF REGULAR MEETING, MARCH 11, 2025.

1. CALL TO ORDER: Chair Cusack called the meeting to order at 4:07. Present were Chair Cusack, Board Vice President (VP) Spinner, Crockett Sanitary Commissioner (CVSAN) Wais, and Wesselmann. Martinez was absent (excused). District Secretary (DS) Rivas was present.

2. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER: None.

3. PUBLIC COMMENT ON NON-AGENDA ITEMS: None.

4. CONSENT CALENDAR: Minutes for February 11, 2025, and Actions Taken by the Board were approved. (Spinner 1st, Wais 2nd, 4/0, 1 absent)

5. ADMINISTRATION:

   a. RECOMMEND SIX AND TWELVE-MONTH EVALUATIONS FOR NEW CONTRACT HIRES AND CLASSIFICATION CHANGE PROMOTIONS: The Personnel Committee has previously discussed probationary reviews. DS Rivas reported that probationary periods for the General Manager and District Secretary are no longer relevant since the positions have already been filled and their contracts note that reviews are performed on their hire anniversary dates. The Committee can develop a policy for future hires if it wishes. Contract employees include the general manager and district secretary who are reviewed by the Board. The recreation manager and sanitary department managers are also contracted employees but reviewed by the general manager. The facilities manager, event supervisor, and seasonal employees are non-contracted employees and are reviewed by the recreation manager. The Committee agreed that probationary reviews are important for new hires and will work on a policy in the future.

   b. REVIEW AND APPROVE THE REVISED JOB DESCRIPTION FOR THE DISTRICT SECRETARY: DS Rivas reported that under time constrictions, the Board President recommended that the District Secretary job description be updated by adding item11: Fill in duties and responsibilities of the Assistant District Secretary when the position is vacant. Ms. Wais recommended that a note be added that the general manager will fill the role of district secretary when the position is vacant.

      There was a short discussion on clarification of duties. The DS holds all public-facing documents, the human resources person will hold personnel-related documents. It was clarified that the DS is responsible for background checks, but a background check process policy has not been created. The assistant district secretary's duties will be updated to reflect actual duties in the future.

   c. DISCUSS SCHEDULE FOR THE DISTRICT SECRETARY'S REVIEW PROCESS: DS Rivas presented a timeline for the district secretary position review process. The timeline was reviewed and approved. The form will be

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printed and mailed to all Board members, commissioners, committee members, and staff. The envelope will include a self-addressed envelope to be returned to Mr. Cusack's PO Box. The return envelope will be stamped "Confidential". The evaluations will be summarized and tallied and presented to the Board.

d. DISCUSS THE REVIEW FORM FOR THE DISTRICT SECRETARY: DS Rivas reported that two separate review forms were used for former GMs. As a direct report to the Board, their interaction is different from non-Board reviewers. All agreed that a single form could be created and the reviewer would list their position to easily differentiate reviewer categories. The Committee established that relevant staff to partake in the DS's annual review should be the leadership staff: GM, RM, and SDM. The GM's annual review should also include the leadership staff: RM, SDM, and DS. The Board president for the former GM's review had asked the DS to assist the Personnel Committee by preparing a summary report of responses to submit to the Board. Mr. Cusack commented on the value of having all the responses consolidated under its associated question.

   Personnel committee members will submit suggested edits for the assistant district secretary's duties to the DS to update. A special meeting was suggested to work on the actual review form for March 27 at noon. The DS was asked to assist with creating the review form.

6. REPORTS / COMMENTS FROM COMMITTEE MEMBERS AND STAFF: None.

7. FUTURE AGENDA ITEMS:
   a. Discuss salary schedule policy
   b. Job posting policy.

8. ADJOURNMENT: The meeting was adjourned at 5:20 PM until April 8, 2025.

Respectfully submitted,
Sonia Rivas, MBA
District Secretary

BOARD PERSONNEL COMMITTEE

of the Crockett Community Services District

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For Review

MINUTES OF REGULAR MEETING, MARCH 27, 2025.

1. CALL TO ORDER: Chair Cusack called the meeting to order at 12:10 pm. Present were Commissioners Cusack, Wais, and Wesselmann. Board Vice-President (VP) Spinner and Martinez were absent (excused). District Secretary (DS) Rivas was present.

2. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER: None.

3. PUBLIC COMMENT ON NON-AGENDA ITEMS: None.

4. ADMINISTRATION:

    a. CREATE REVIEW FORMS FOR THE DISTRICT SECRETARY: The duties and responsibilities of the District Secretary are unique to those of the General Manager and department managers. The members opted to create one review form to be used by the Board, Commissioners, Committees, District employees and as a self-assessment form. A form was developed during the meeting and will be discussed at the following meeting.

5. ADJOURNMENT: The meeting was adjourned at 1:30 PM until April 8, 2025.

Respectfully submitted,
Sonia Rivas, MBA
District Secretary

4.b

CROCKETT COMMUNITY SERVICES DISTRICT (CCSD)

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TO: Board, Commissioners, Committees, Staff, and Members of the Public
FROM: Sonia Rivas, District Secretary
SUBJECT: Actions Taken by the Board on March 26, 2025

The following items are abbreviated summaries of administrative actions taken by the Board at the March 26, 2025, meeting. The detailed meeting minutes will be presented to the Board for approval on April 23, 2025.

Please visit the March 26 agenda page online for a copy of the agenda and supporting documents.

www.town.crockett.ca.us/2025-03-26-board-meeting

CONSENT CALENDAR:

- Minutes for February 26, 2025, were approved.
- District Bills for February were approved.

ADMINISTRATIVE:

- a. Revised Salary Schedule clarifying hours per week for employee positions was approved.
- b. Employment Agreement with General Manager Goodman was approved with an updated effective date.
- c. Employment Agreement with District Secretary Rivas was approved with an updated effective date.
- d. Employment Agreement with Recreation Manager Maria was ratified.
- e. Employment Agreement with Sanitary Department Manager Barnhill was ratified.

BUDGET & FINANCE

- A seven-month budget was received and discussed.
- Public Comments addressing the seven-month budget were received and discussed at the CCSD Board meeting.