

CROCKETT COMMUNITY SERVICES DISTRICT

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MINUTES OF PERSONNEL COMMITTEE MEETING MAY 26, 2020

CALL TO ORDER: The meeting was called to order at 6:04 PM by Director Cusack. Present were Director Sutton, Director Barassi, Commissioner Bartlebaugh, Recreation Department Manager Wilson and General Manager McDonald.

PUBLIC COMMENTS: None

1. CORONAVIRUS IMPACT ON DISTRICT AND EMPLOYEE ABSENCES: Mr. McDonald shared his concern that the District does not have a specific written plan to address the risk to the District prolonged absences of key employees could have on the District. He asked if Regional Governmental Services should be contracted to develop working guideline documents for various positions. Currently department managers communicate, share information, and follow existing emergency procedures and policies in place. The Strategic Planning Ad Hoc Committee brought up similar concerns on risk. It was the consensus of the committee to stick with what is being done and not to spend energy to develop a written plan at this time. A plan, when developed should work for all emergencies, let's not make this a panic priority. No need to rush to solution.
2. CONTINUED HEALTH BENEFITS FOR FURLOUGHED EMPLOYEE: The committee supports continuing payment of health benefit premiums, both employer and employee share, for furloughed employees. They asked that the issue be reconsidered if the shutdown of the Community Center continues into September and employees are still furloughed.
3. SUSPENSION OF COST-OF-LIVING ADJUSTMENT REVIEW: It was the consensus of the committee to suspend the Cost-of-Living Adjustment (COLA) review, normally performed annually using April 2020 Consumer Price Index (CPI-U) data, until late this summer or fall to better understand the financial impact the coronavirus pandemic will have on residents and ratepayers of Crockett and Port Costa before deciding on COLA increases for employees.
4. PERSONNEL POLICY & PROCEDURES MANUAL UPDATE REVIEW: Mr. McDonald reviewed sections of the Personnel Policy & Procedures Manual with the committee. He solicited feedback and will incorporate suggestions into a second draft and bring it back to the committee for review, anticipated in July or August.
5. NEED FOR ADDITIONAL RESOURCES: The issue was tabled to allow the Staffing Ad Hoc Committee to complete their review of various job duties and needs analysis of the District.
6. GENERAL DISCUSSION: Mr. McDonald said that the May 22 letter from Mr. Barnhill sent to the Board and Commissions, bringing up issues of concern related to Port Costa among other things, needs to be addressed but believes it should be handled at the Board level. McDonald suggested that all communication from directors and commissioners should go

through the General Manager to facilitate the smooth operation of the District. Mr. Barassi asked if the letter was a resignation letter. Mr. McDonald said it was not a resignation letter, that Mr. Barnhill expressed interest to document what he sees as problems. Ms. Sutton and Mr. Barassi said the issues do have to be discussed. Ms. Sutton said there should be a closed session on how to move forward, both on personnel and operations layers, sooner rather than later. Mr. McDonald is planning to ask the Board for direction on how they would like to proceed. Mr. McDonald will work to setup proper forum for discussion on items brought up in the letter and will work to call a closed session as soon as practical.

ADJOURNMENT: The meeting was adjourned at 7:03 PM.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Dale McDonald', written in a cursive style.

Dale McDonald
March 27, 2020