

CROCKETT COMMUNITY SERVICES DISTRICT

Personnel Committee Meeting

AGENDA FOR TUESDAY, MAY 14, 2024

TIME: 4:00 PM

PLACE: Crockett Community Center, 850 Pomona Avenue, Crockett

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 Commission 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 for a future date.)

4. CONSENT CALENDAR: Consideration of a motion to approve the following item:

- a. Approve Minutes of April 9, 2024.

5. ADMINISTRATION:

- a. Receive report on actions taken by the District Board.
- b. Discuss changing the District Secretary to 30 hours for full-time status.
- c. Discuss and recommend annual Cost of Living Adjustment (COLA)

6. REPORTS/COMMENTS FROM COMMITTEE MEMBERS: *(These items are typically for the exchange of information only. No action will be taken at this time.)*

7. FUTURE AGENDA ITEMS:

- a. Key policy
- b. Personnel record policy.
- c. List of mandatory training for non-employees.
- d. Update list of agencies/vendors/etc. to reflect access of current staff.

8. ADJOURNMENT: to June 11, 2024.

You will find the Minutes of this meeting posted on our website at <http://www.town.crockett.ca.us/meetings>
Visit our website for more information on meetings and activities of the Crockett Community Services District and the towns of Crockett and Port Costa on the picturesque Carquinez Strait of the San Francisco Bay.

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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 before a regular meeting will be made available for public inspection 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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For Review

MINUTES OF REGULAR MEETING, APRIL 9, 2024

1. CALL TO ORDER: The meeting was called to order at 4:05 pm by Chair Cusack. Present were Commissioners Cusack, Martinez, Wais, and Wilson. Board President Spinner was absent (excused). Staff present included District Secretary (DS) Rivas and Administrative Services Manager (ASM) Goodman.
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 13, 2024, were approved with minor edits. (Martinez 1st, Wilson 2nd, 4/0, 1 absent).
5. ADMINISTRATION:
 - a. REPORT ON ACTIONS BY THE BOARD: The Board signed a new contract with Redwood Public Law where Richard Pio Roda will continue to serve as legal counsel for the District. All historical documents are being transferred to the new firm. There are no restrictions on the District continuing to utilize Meyers Nave for legal matters.

The Board signed a letter in coalition with CSDA (California Special District Association) to support House Bill H.R. 7525 – Special District Grant Accessibility Act. H.R. 7525 recognizes special districts as public entities and can apply for federal funding. The recent audit was deemed incomplete because of significant gaps in the District's QuickBooks records. The Board approved hiring a government accounting firm to help bring financial records up to date. RDM Wilson questioned why the audit report has not been made available to the public. Ms. Martinez explained that the audit is still in draft form and therefore not publishable. Once corrective action steps are added to the report, a final report will be produced and made available to the public. Mr. Wilson expressed his frustration with the financial mismanagement of the previous years. Recreation Facilities Manager Witschi previously managed all of the recreation accounting and was denied access. He expressed that It was not fair that Recreation should have to pay for substandard work. It was recommended that he present this concern to the Board.

The Board reappointed Mr. Valentini to the Recreation Commission and Ms. Wais to the Crockett Sanitary Commission (CVSAN).

4.a

- b. DISCUSS SB 553 WORKPLACE VIOLENCE PREVENTION PLAN: ASM Goodman presented a draft Workplace Violence Prevention Plan (WVPP) for General Industry (Non-Healthcare). The template was prepared by Cal OSHA and downloaded from the CSDA website. Ms. Goodman updated the information to reflect CCSD and noted that an incident report form is included at the end of the document. She recommended Staff prepare a laminated list of emergency contacts to post in public areas. All agreed that a secondary list should be provided for Staff at 1 Rolph Park Drive. Ms. Martinez reminded the committee that all staff will need to be trained and sign a completion acknowledgment that is filed in their personnel folder. In addition, an Injury Illness Prevention Program (IPP) and Sexual Harassment training are needed. Mr. Wilson has had to confront pool customers on harassment issues.

Management must complete a report for every incident. For privacy purposes, a log is public with basic information and the form contains details and is confidential. The plan includes a recommended follow-up process. A WVPP plan is required to be in place by July 1st. Due to the timing of hiring summer staff, Recreation will adjust training as best possible to address the requirements of the WVPP. Ms. Wais expressed her concern about the number of monthly meetings that the document suggests. The number of meetings can be flexible and should be differentiated from manager and staff meetings. The purpose is to inform everyone of any incidents and remind staff of policies.

As required training, the Recreation Department will now pay for CPR and AED training. Classes are open to the public. Recreation has an evacuation plan, but the Sanitary office building does not. Ms. Goodman will make minor edits to the WVPP document and forward it to the Ad Hoc Committee.

6. REPORTS/COMMENTS FROM COMMITTEE MEMBERS: Ms. Goodman is meeting with the attorney and expects to bring a matter before the Personnel Committee.
7. FUTURE AGENDA ITEMS: DS Rivas reported that the following items were pulled from the discussion at an earlier meeting that warranted listing and many of the topics have been discussed at Staff meetings.
- a. List of mandatory training for non-employees.
 - b. Personnel record policy.
 - c. Key policy for personnel records.
 - d. Update list of agencies/vendors/etc. to reflect access of current staff. Ms. Goodman is currently working with the district engineer to create a list and associated passwords.
 - e. Cost of Living Adjustment (COLA) – goes into effect May 1st and is applied to all.
 - f. Air Quality and the economic impacts on the pool and recreational uses.
8. ADJOURNMENT: The meeting was adjourned at 5:03 PM until May 14, 2024.

Respectfully submitted,
Sonia Rivas, MBA
District Secretary