

PERSONNEL COMMITTEE MEETING

AGENDA FOR TUESDAY, JANUARY 14, 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 November 12, 2024.
 - b. Approve Minutes of September 10, 2024.
5. ADMINISTRATIVE:
 - a. Receive report on actions taken by the District Board.
 - b. Discuss meeting schedule.
 - c. Discuss review forms for the general manager and district secretary positions.
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.
8. ADJOURNMENT: until February 11, 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.ca.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.

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BOARD PERSONNEL COMMITTEE

of the Crockett Community Services District

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For Review

MINUTES OF REGULAR MEETING, NOVEMBER 12, 2024.

1. CALL TO ORDER: Chair Cusack called the meeting to order at 4:00. Present were Commissioners Cusack, Board President Spinner, Wais, and Wesselmann. Director Martinez was absent (excused). Staff present included District Secretary (DS) Rivas, Administrative Services Manager (ASM) Goodman, and Event Supervisor (ES) Morales.
2. SEATING OF NEW MEMBER: IRIS WESSELMANN: This item was a carryover from the previous meeting and not relevant to this discussion.
3. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER: A request was made to discuss 6c before 6b.
4. PUBLIC COMMENT ON NON-AGENDA ITEMS: IGM Goodman reported that the Board has approved a Town Hall meeting to update and answer questions from the community. There were some suggestions on how to structure the meeting to keep it from getting out of control. The resident Deputy Sheriff was discussed to serve as Sergeant at Arms to help maintain order if needed. The Recreation Manager job announcement has been posted on the District website, the community board in Port Costa, and various locations in Crockett
5. CONSENT CALENDAR: Minutes for October 8, 2024, were approved as drafted. Wesselmann 1st, Wais 2nd, 4/0
6. ADMINISTRATION:
 - a. REPORT ON ACTIONS BY THE BOARD: Reported by DS Rivas. Elena Gomez was appointed to the Lighting and Landscape Commission. The Join Use Agreement was extended to the end of January. An attorney will be hired to represent the District regarding the 2022 odor incident. The District has abandoned an MOU with Caltrans in exchange for an Adopt-A-Highway to continue maintaining the Bridgeway area. ASM Goodman reported that various factors led to the decision not to hold a volunteer holiday event including that the community center was fully booked and the District is not in the best financial place. A potluck in January may be a suitable alternative.
 - b. CONSIDER REVISED ONBOARDING CHECKLIST: It was agreed that onboarding is a function of the general manager, not the Personnel Committee, and therefore removed from the discussion.
 - c. UPDATES TO RED BOOK: The Red Book was created by the Personnel Committee to manage the review process for the general manager. At an earlier meeting, the ASM had asked for help in creating a human resources handbook and the Red Book could serve as the foundation. Staff presented that after careful consideration, it is better to keep the Red Book solely to review the general manager and district secretary roles and include salary schedules. The remaining job descriptions could be included for reference, but staff reviews are solely done by the general manager with no input from the Committee. There was a long discussion on the continuation of the Personnel Committee. There was some confusion created with the overlap of the Personnel Ad Hoc committee. Ms. Wais suggested that the District Code still needs to be

4.a

updated. Kudos was given to the format and value of the Red Book historically and for its future value. Ms. Wesselmann was provided with a copy of the Red Book.

7. REPORTS/COMMENTS FROM COMMITTEE MEMBERS AND STAFF: .
8. FUTURE AGENDA ITEMS:
 - a. Review the onboarding and offboarding documents. It was agreed that this topic is outside of the purview of the Personnel Committee.
 - b. Discuss salary schedule policy. This will be considered at the Board level and removed from the Personnel Committee.
 - c. Air Quality and the economic impacts on the pool and recreational uses. This item will be moved to the Recreation Commission.
 - d. Role of Personnel Committee moving forward.
 - e. Assess the review form for the general manager.
 - f. Review process for the district secretary.
9. ADJOURNMENT: The meeting was adjourned at 5:07 PM until December 10, 2024.

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, SEPTEMBER 10, 2024.

1. CALL TO ORDER: The meeting was called to order at 4:05 pm by Chair Cusack. Present were Commissioners Cusack, Martinez, Spinner, Wais, and Wesselmann. Staff present included District Secretary (DS) Rivas, Administrative Services Manager (ASM) Goodman, and Event Supervisor (ES) Morales.
2. SEATING OF NEW MEMBER: IRIS WESSELMANN: Chair Cusack welcomed Ms. Wesselmann to the group. Ms. Wesselmann reported that she has been in education for 30 years. She worked for four years as a human resources manager in Oakland hiring and evaluating teachers and support staff. She has served as a principal and has taught grades from elementary to high school. She has a doctorate from Mills College. She is currently retired and continues to serve different schools.
3. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER: None.
4. PUBLIC COMMENT ON NON-AGENDA ITEMS: DS Rivas reported that the main purpose of the Personnel Committee (PC) has been to coordinate the employee review for the general manager and to assist with the hiring of the District Secretary. She inquired about the direction of the committee. Chair Cusack reported that performance reviews were the original function, but the purpose of the committee has grown including the creation of the Red Book to help keep track of the review process. Mr. Cusack suggested that eventually meetings may be cut back to quarterly, or as needed as progress is made. IGM Goodman pointed out that the Personnel Committee is strictly for the review of employees who report to the Board (the district secretary and general manager). All other human resource matters, including employee reviews, are performed by the general manager.

The IGM stressed the need for commissioners or committee members who wish to request work from a staff person must go through the general manager to make a formal request due to staff shortages and District priorities. The committee engaged in an extensive conversation on how staff and volunteers can work together, citing a recent example undergone by the Lighting and Landscape Commission. Director Peterson presented a guide on how to create a maintenance plan. Staff turned his charts into a worksheet that can be used to collect information during the year that can eventually be turned into a maintenance plan.

The IGM reported that due to the urgent needs of the recreation department, Ms. Alisa Maria has been appointed as Acting Recreation Manager on an interim basis. She may apply for the Recreation Manager position when it becomes available. Should she not be selected, she will resume her role as the pool manager.

5. CONSENT CALENDAR: Minutes for August 13, 2024, were approved as drafted. (Wais 1st, Spinner 2nd, 5/0)
6. ADMINISTRATION:
 - a. REPORT ON ACTIONS BY THE BOARD: DS Rivas reported the following: ASM Jena Goodman was appointed as Interim General Manager (IGM). DS Rivas has completed her probationary period. The Personnel Ad Hoc committee was ended. A new ad hoc committee consisting of the Board president and vice-president was created to guide the hiring of a new general manager. A revised salary schedule was approved that included

a full-time recreation manager.

- b. DISCUSS STAFF REVIEW PROCESS: The discussion differentiated between employees who report to the Board and those who report to the GM. The DS and IGM have not received a formal review since their hire dates in August of 2023. Chair Cusack explained the current process of reviews. Both the Board and Commissioners received a review form to complete and score. The PC tallies the results and forwards them to the Board for consideration and final review. The committee discusses the need for a structured review process for the district secretary and general manager, with suggestions for improving the review forms and ensuring timely completion. IGM Goodman emphasizes the importance of fair and consistent performance reviews, considering the unstable management situation and the need for clear documentation. When reviews should occur was discussed. Ms. Martinez suggested using hire dates as a guide and adding competencies to the review process. Considering the current history of the District, IGM Goodman suggested that the DS and IGM reviews occur in December. She also suggested that probationary reviews be done incrementally at 3, 6, 9, and 12 months.
 - c. DISCUSS HIRING PROCESS AND NEXT STEPS FOR THE GENERAL MANAGER POSITION: Board President Spinner reported that he and Ms. Martinez will be working on the hiring process for a new general manager through the hiring committee ad hoc. They will bring documentation to the PC meeting for consideration.
 - d. DISCUSS RECREATION DEPARTMENT MANAGER JOB DESCRIPTION: IGM Goodman reported that she has updated the recreation manager's job description and created a complete hire packet in anticipation of hiring a full-time person. She has not reviewed the job description prepared by the Personnel ad hoc committee. There was a short discussion on when a permanent person would be hired. The IGM expressed that a decision has not been made but currently, Recreation needs all hands-on deck and Ms. Maria is qualified to fill in as Acting RM.
 - e. UPDATES TO RED BOOK: DS Rivas and Chair Cusack agreed that the Red Book needs to be updated and expanded. The DS has purchased 12 red binders to facilitate updating documents and additional copies will be provided for all Board members. Several positions need to be added, and all should have a job description and duty statement. The IGM recommended updating the organizational chart.
7. REPORTS/COMMENTS FROM COMMITTEE MEMBERS: None.
 8. FUTURE AGENDA ITEMS:
 - a. Revise the general manager review form.
 - b. Consider a modified review form for the district secretary position.
 - c. Review the onboarding template.
 - d. Air Quality and the economic impacts on the pool and recreational uses.
 9. ADJOURNMENT: The meeting was adjourned at 5:20 PM until October 8, 2024.

Respectfully submitted,
Sonia Rivas, MBA
District Secretary

MEETING SCHEDULES/HOLIDAYS FOR 2025

<i>Commission</i>	<i>Jan</i>	<i>Feb</i>	<i>Mar</i>	<i>Apr</i>	<i>May</i>	<i>June</i>	<i>Jul</i>	<i>Aug</i>	<i>Sep</i>	<i>Oct</i>	<i>Nov</i>	<i>Dec</i>
Recreation (6 pm) 1st Mon	6	3	3	7	5	2	7	None	8*	6	3	1
Port Costa Sanitary (6 PM) 1st Tue	7	4	4	8	6	3	1	None	2	7	4	2
Police Liaison (7 PM) 2nd Tue (Committee)	14	11	11	8	13	10	8	None	9	14	4**	9
Lighting & Landscaping (7 PM) 3rd Tue	21	18	18	15	20	17	15	19	16	21	18	16
Crockett Sanitary (4 PM) 3rd Wed	15	19	19	16	21	18	16	None	17	15	12**	10**
District Board (7 PM) 4th Wed	22	26	26	23	28	25	23	27	24	22	19**	17**
Personnel (4 PM) 2nd Tue (Committee) - Personnel will meet as needed with the listed dates as a base.	14	11	11	8	13	10	8	12	9	14	4**	9
Holidays - Offices are closed.												
New Year's (Wed)	1											
Martin Luther King (Mon)	20											
Presidents' Day (Mon)		17										
Cesar Chavez Day (Mon)			31									
Memorial Day (Mon)					26							
Juneteenth (Thu)						19						
Independence Day (Fri)							4					
Labor Day (Mon)									1			
Veterans Day (Tue)											11	
Thanksgiving Day (Thu & Fri)											27,28	
Christmas Day (Thu)												25