

CROCKETT COMMUNITY SERVICES DISTRICT

Personnel Committee Meeting
Agenda for Tuesday May 26, 2020

TIME: 6:00 PM

PLACE: ** TELECONFERENCE - SEE BELOW **

IMPORANT NOTICE REGARDING COVID -19 AND TELECONFERENCED MEETINGS:

Based on the mandates by the Governor in *Executive Order 33-20* and the County Public Health Officer to shelter in place and the guidance from the CDC, to minimize the spread of the coronavirus, please note the following changes to the District's ordinary meeting procedures:

- The District offices are not open to the public at this time. (See *Resolution No. 19/20-18*)
- The meeting will be conducted via tele conference using Zoom.
- All members of the public seeking to observe and/or to address the local legislative body may participate in the meeting telephonically or otherwise electronically in the manner described below. See end of agenda for information on How to Submit Public Comments.

HOW TO OBSERVE THE MEETING:

Telephone: Listen to the meeting live by calling Zoom at +1 669 900 9128.

Enter the Meeting ID# 832 6576 0613 followed by the pound (#) key.

More phone numbers can be found on Zoom's website at <https://zoom.us/u/aeON0A5gL>.

Computer: Watch the live streaming of the meeting from a computer by navigating to <https://us02web.zoom.us/j/83265760613>, using a computer with internet access that meets Zoom's system requirements (see <https://support.zoom.us/hc/en-us/articles/201362023-System-Requirements-for-PC-Mac-and-Linux>)

Mobile: Login through the Zoom mobile app on a smartphone and enter Meeting ID# 832 6576 0613.

CALL TO ORDER:

PUBLIC COMMENTS:

OPEN SESSION:

1. Impact of coronavirus on District and discuss plan for employee absences.
2. Consider confirming Health Benefits continue to be paid by the District for furloughed employees during the coronavirus pandemic.
3. Consider directing staff to suspend Cost-of-Living Adjustments (COLA) review based on April 2020 Consumer Price Index (CPI-U), normally performed annually in June.
4. Receive update on Personnel Policy & Procedures Manual incorporating various changes as required by recent legislation.

5. Discuss need for additional resources to address current responsibilities and backlogged work, discuss and form opinions to District Board.
6. General discussion of employment issues such as but not limited to performance evaluations, employment agreements, future agenda items, policy suggestions, and performance awards.

ADJOURNMENT:

HOW TO SUBMIT PUBLIC COMMENTS:

Written/ Read Aloud: Please email your comments to manager@town.crockett.ca.us, write "Public Comment" in the subject line. In the body of the email, include the agenda item number and title, as well as your comments. If you would like your comment to be read aloud at the meeting (*not to exceed three minutes at staff's cadence*), prominently write "Read Aloud at Meeting" at the top of the email. All comments received before 3:00 PM the day of the meeting will be included as an agenda supplement on the District's website under the relevant meeting date and provided to the Directors at the meeting. Comments received after this time will be treated as telephonic/electronic comments.

Telephonic / Electronic Comments: During the meeting, the Board President or designee will announce the opportunity to make public comments and identify the cut off time for submission. The public can speak up at that time or use the Zoom chat feature to indicate they want to make a public comment. If needed, a short recess (generally less than 10 minutes) will take place during the time public comment is open to allow the comments to be collected. Use Zoom chat or email your comments to manager@town.crockett.ca.us, write "Public Comment" in the subject line. In the body of the email, include the agenda item number and title, as well as your comments. Once the public comment period is closed, all submitted comments timely received will be read aloud. Comments received after the close of the public comment period will be added to the record after the meeting.


You will find the Minutes of this meeting posted on our website at www.town.crockett.ca.us Visit our website for more information on meetings and activities of the Crockett Community Services District and the towns of Crockett and Port Costa.

In compliance with the Americans with Disabilities Act of 1990, if you need special assistance to participate in a District meeting, or if you need a copy of the agenda, or the agenda packet, in an appropriate alternative format, please contact the General Manager at (510) 787-2992. Notification of at least 48 hours prior to the meeting or time when services are needed will assist District staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting or service.

In accordance with California Government Code Section 54957.5, any writing or document that is a public record, relates 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 <https://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 Manager. 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.

CROCKETT COMMUNITY SERVICES DISTRICT

P.O. Box 578 - Crockett, CA 94525
850 Pomona Street
Telephone (510) 787-2992
Fax (510) 787-2459
e-mail: manager@town.crockett.ca.us
website: www.town.crockett.ca.us

TO: Personnel Committee
FROM: General Manager 
SUBJECT: Consider suspending annual salary review and Cost-of-Living increase for 2020
DATE: May 20, 2020

In June 2019 a study was undertaken to show the comparison of the District's salary and benefits with similar agencies. Over the last few years staff presented various adjustments to the Pay Scale of Wages to meet mandated minimum wage increases and recommended various salary adjustments based on a variety of factors.

COST OF LIVING ADJUSTMENTS

The District currently does not apply Cost-of-Living Adjustments (COLA) to its pay schedule of wages automatically, instead the Personnel Committee is tasked with reviewing the issue annually. Various cities who have negotiated COLA increases with its employee groups are considering suspending their COLA due to the budgetary impact the coronavirus is having on their general funds. Most special districts do not receive sales tax revenue and therefore the financial impact is less than that of cities.

The Consumer Price Index All Items for All Urban Consumers (CPI-U), San Francisco-Oakland-Hayward, published by the U.S. Department of Labor, Bureau of Labor Statistics for the period April 2020 showed area prices were down -0.5 for the last 2-months but up 1.1 percent from a year ago. Last year the Board implemented a CPI-U salary increase of 3.98%, equal to the percentage increase for the 12-month period ending December 2018, averaged for the calendar year. The CPI-U average ending December 2019 was 2.5%.

SUMMARY


Our District pay scales remain well below similar agencies, the development of a District policy on setting target salary goals remains tabled. Employees continue to feel the impact of CPI-U increases. While there is funding in the budget to consider a COLA increase, it is important to keep in mind the perception that implementing a COLA increase would give when residents and ratepayers are personally impacted by the coronavirus.

ACTION

Direct staff on action to take and form recommendations to Board as needed.

CROCKETT COMMUNITY SERVICES DISTRICT

P.O. Box 578 - Crockett, CA 94525
850 Pomona Street
Telephone (510) 787-2992
Fax (510) 787-2459
e-mail: manager@town.crockett.ca.us
website: www.town.crockett.ca.us

TO: Personnel Committee
FROM: General Manager 
SUBJECT: Proposed Changes to Personnel Policy & Procedures Manual
DATE: May 20, 2020

The Personnel Policy & Procedures Manual for the Crockett Community Services District was reviewed by Meyers Nave labor group and have been updated to incorporate recent legislation adopted over the last few years. Some of the areas reviewed were:

- IV. Non-Discrimination – SB 188 CROWN Act bans workplace discrimination based on natural hair and hairstyles.
- V. Personnel Policies K. Health Benefits - Narrow version of Law AB25 for Domestic Partners.
- VI. Personnel Leaves of Absence – SB 83 mandated changes to California's paid family leave (PFL) program.
- SB 778 Requirement for employers to provide new harassment prevention training by January 1, 2021.
- Medical and recreational marijuana laws – AB 168 and others.
- Other legislative changes that labor group believe require updates to our policies.

ACTION:

Discuss recommended changes and comments on draft document, give direction to staff, and/or consider recommendation to District Board to adopt attached revisions to the Personnel Policy & Procedures Manual.