

CROCKETT COMMUNITY SERVICES DISTRICT

Personnel Committee Meeting

AGENDA FOR TUESDAY, JULY 09, 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 May 14, 2024.

5. ADMINISTRATION:

- a. Receive report on actions taken by the District Board.
- b. Update on CalPERS minimum qualification hours.
- c. Review onboarding template.
- d. Discuss General Manager position.
- e. Discuss Recreation Department Manager position.
- f. Discuss staffing needs for the sanitary department.
- g. Discuss District needs to support Human Resources / Administrative Services Manager.

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.
- e. Air Quality and the economic impacts on the pool and recreational uses.

8. ADJOURNMENT: to August 13, 2024.

CROCKETT COMMUNITY SERVICES DISTRICT

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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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Board Personnel Committee

of the Crockett Community Services District

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For Review

MINUTES OF REGULAR MEETING, MAY 14, 2024

1. CALL TO ORDER: The meeting was called to order at 4:05 pm by Chair Cusack. Present were Commissioners Cusack, Martinez, Spinner, and Wilson. Committee member Wais was absent (excused). Staff present was District Secretary (DS) Rivas.
2. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER: None.
3. PUBLIC COMMENT ON NON-AGENDA ITEMS: None.
4. CONSENT CALENDAR: Minutes for April 9, 2024, were approved as presented. (Matinez 1st, Spinner 2nd, 4/0, 1 absent).
5. ADMINISTRATION:
 - a. REPORT ON ACTIONS BY THE BOARD: The Board did not take any actions on personnel matters.
 - b. DISCUSS CHANGING THE DISTRICT SECRETARY TO 30 HOURS FOR FULL-TIME STATUS: DS Rivas distributed supplemental documents to support the discussion to increase the hours for the district secretary from 16-20 to 30 hours. The job description for the district secretary role was posted as a 16 – 20-hour role and included vacation, sick, and health benefits. Upon completing her initial six-month probationary period, the Administrative Services Manager (ASM) reported that the District’s insurance company SDRMA does not offer medical benefits to part-time staff. To qualify for medical benefits, an employee has to consistently work an average of 30 hours per week. She presented a spreadsheet that reflects she has been meeting this requirement.
She also presented inconsistencies with the Personnel Policy and Procedure Manual (PPPM) existing contracts list a full-time employee at 34 hours and 32 hours respectively. Mr. Spinner reported that the Board had previously established that full-time status was designated by hours worked (30 hours per week) not by job description. This action was noted in the Board minutes of November 20, 2019. The PPPM was updated in 2019 to reflect this change. The PPPM does note that CalPERs requires 34 hours or higher to receive a full year of service credit for employment retirement. Staff was directed to inquire about the 34 hours. The Committee agreed to approve the district secretary role as a full-time position.
 - c. DISCUSS AND RECOMMEND ANNUAL COST OF LIVING ADJUSTMENT (COLA): A discussion was had on the District’s COLA (Cost of Living Adjustments) increase

practices. Former General Manager McDonald recommended COLA increases at the June 12, 2019, Board Agenda. DS Rivas reported she was unable to locate when the Board made the decision but was able to establish that COLA increases are offered and based on CPI and must be presented to the Board for approval. A COLA policy has not been formally approved – a draft policy resolution was attached to the agenda for reference. Mr. Wilson reported that when the District Engineer was hired, the Board agreed to issue COLAs on May 1st to coincide with International Worker’s Day. Most agencies implement increases on June 1st or July 1st. All committee members agreed that July 1st is ideal and coincides with the new fiscal year. Ms. Rivas reported that community chats in the CSDA site range from 1% - 8% with an average of 3.5%. Staff was directed to review the published CPI valuation and present a COLA increase to the Board.

6. REPORTS/COMMENTS FROM COMMITTEE MEMBERS: None.

7. FUTURE AGENDA ITEMS:

- a. List of mandatory training for non-employees. The Brown Act requires any member of a board or commission that receives a stipend is required to take ethics training. However, the Board is requiring all members of the Board and commissions to take the ethics training regardless of the Brown Act requirements.
- b. Personnel record policy. ASM Goodman has reviewed personnel files and has discovered that many files are not complete or missing. A policy on tighter controls is needed. Staff have discussed possibly having temporary separate personnel files differentiating District Staff from seasonal recreational staff during seasonal periods. At the end, those personnel files would be
- c. Key policy for personnel records. The District does not have records of who has keys. This will be part of onboarding and exit interviews in the future.
- d. Update list of agencies/vendors and access: Ms. Rivas reported on the challenges staff has experienced in gaining access to information during the various staff transitions over the last year. Ms. Goodman is currently working with the district engineer to create a list and associated passwords.
- e. Air Quality and the economic impacts on the pool and recreational uses. Mr. Wilson reported that several community pools shut down when specific air quality levels are reached. We need more info to determine if this is a CAL OSHA requirement as it will have economic and recreational use impacts. Ms. Martinez suggested that Staff contact one of the fire stations about their air monitor. Mr. Wilson explained that decades ago, a shelter in place for pool users should be in the Community Center.

8. ADJOURNMENT: The meeting was adjourned at 4:43 PM until June 11, 2024.

Respectfully submitted,
Sonia Rivas, MBA
District Secretary