

CROCKETT COMMUNITY SERVICES DISTRICT

Personnel Committee Meeting

AGENDA FOR TUESDAY, NOVEMBER 14, 2023

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 October 10, 2023.

5. ADMINISTRATION:

- a. Consider report on actions taken by the District Board.
- b. Receive meeting and holiday schedule for calendar year 2024.
- c. Discuss the review process for Recreation Manager and Sanitary Department Manager.
- d. Update on ad hoc committee.

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:

8. ADJOURNMENT: to December 12, 2023.

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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BOARD PERSONNEL COMMITTEE

Of the Crockett Community Services District

For Review

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MINUTES OF PERSONNEL COMMITTEE MEETING OCTOBER 10, 2023

1. CALL TO ORDER: Chair Tom Cusack called the meeting to order at 4:07 PM. Present were Directors Barassi and Spinner and Committee Member Wais. Recreation Manager Wilson was absent. Staff present included District Secretary (DS) Rivas and Event Supervisor Morales.
2. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER: None.
3. PUBLIC COMMENTS ON NON-AGENDA ITEMS: None.
4. CONSENT CALENDAR: The minutes for September 12, 2023, were approved. (MW 1st, LB 2nd, 4/0 Ayes, 1 absent.)
- 5a LETTER FROM VAUGHN GUNKELMAN: The letter was received previously and submitted to the CCSD Board first. The letter suggested policy changes for reviews including peer reviews and hiring a professional human resources company to conduct personnel reviews. Ms. Wais reminded the committee that the review process had already begun. Mr. Barassi explained the review process: the Board conducted annual reviews for the General Manager (GM). The GM would conduct annual reviews for staff and present recommended rate increases. Moving forward, the Board will continue to conduct the GM and District Secretary reviews. The Personnel Committee (PERS) focuses on policies such as sick days and bereavement. Ms. Wais agreed that peer reviews are appropriate but are not currently in the review policy. There is always a concern that peer reviews may be biased and overly skewed in a positive manner. Ms. Rivas shared that a study found that peer reviews tend to be honest and fair. Chair Cusack concluded the discussion stating that the review process for the GM was very thorough and he was pleased with the process.

The DS reminded the committee that the Recreation Manager and Sanitary Department Manager are due for their reviews. The Chair reported that these reviews are within the purview of the GM and the PERS chair is to provide the proper review forms and contract end dates to the GM to perform the reviews. The chair provided three set of documents to the GM but the reviews have yet to be completed. Reviews were systematic and coincided with hire dates under the previous administrator. The process has not been followed.
- 5b DISCUSS THE ROLE OF THE PERSONNEL COMMITTEE MOVING FORWARD: Mr. Barassi suggested considering the need for inducement wages (such as paying for lifeguard certification costs) and adjusting pay scales as required by law. Also, consider moral building policies. Chair Cusack pointed out that the DS will be responsible for wage law changes and will bring to the Personnel Committee.

4.a

5c REVIEW RED HANDBOOK: Chair Cusack inquired if a meeting time should be considered. All agreed that 4 pm will remain in place.

Mr. Cusack a general overview of the format of the red handbook and proposed some changes. The DS was asked to keep a digital copy of the red handbook and keep track of ordinances. Barassi shared his appreciation for another agency's tracking standards: old language is struck out and copies of ordinances are attached to associated sections.

Ms. Wais pointed out the Personnel section of the District Code had several errors. Mr. Cusack took an initial review of the District Code and pointed out that several items need to be updated. The update will take a significant amount of time to update. LB shared that he has been wanting to update the Standards and Specifications. Barassi supports taking the time to update the District Code and reminds the committee that a staff cost will be incurred. As Board President, his priorities are focused on compliance; posting of agendas and minutes; and administratively, timely payment of bills and monthly financial reports. Secondary is working on the backlog. These tasks will incur budget adjustments that should be driven by staff needs. Cusack and Ron Wilson have the most institutional knowledge and should be considered in the updating of the code. The District Code was created from a standard district code template. Caution should be taken into consideration when updating legislation updates.

A volunteer ad hoc working group was discussed as an alternative to limited staff. The group will focus on corrections and outdated information, adding required language such as legislative mandates.

The chair pointed out that chair positions are not provided with instructions and asked if there is room to add this in the Code update.

Cusack explained the review process forms used for the general manager review and the positive feedback from the Board.

5d CONSIDER REPORT ON ACTIONS TAKEN BY THE DISTRICT BOARD: The Board has received the general manager's reviews. The item will be discussed in a special closed meeting on October 17th. A few applications were received for the Board vacancy. Crockett has faced challenges in attracting volunteers to serve. There will be three seats on the Board in 2024. The committee is hopeful that younger people are getting involved but recognizes that full-time jobs and families make volunteering challenges for younger people.

6. REPORTS/COMMENTS FROM COMMITTEE MEMBERS: LB lead the conversation about how Ad hoc groups are for a specific purpose such as updating the District Code. The ideal expectation from the group is updating the Personnel section of the District Code. The distinction between proofreading and updates vs changes to policies is that the latter is a higher-level task that will require legal oversight. Compliance updates could be made without attorney oversight. Wais reported that recreation staff may be considered to participate since she had made recommendations based on feedback from other staff members and her institutional knowledge. Discussion on whether the personnel committee should consider governance issues requires a deeper discussion or whether governance falls within the purview of the district secretary. Cleaning the backlog will have a significant impact on the budget but should also save us time and money in the future. Barassi will initiate the ad hoc at the next Board meeting.

7. FUTURE AGENDA ITEMS/COMMITTEE COMMENTS: Pursue District Code & Needs.

8. ADJOURNMENT to November 14, 2023, at 4:00 pm.

Respectfully submitted,
Sonia Rivas