



CHINO BASIN WATER CONSERVATION DISTRICT
PERSONNEL COMMITTEE MEETING
MINUTES

MONDAY, JANUARY 17, 2024, AT 1:00 P.M.

CONFERENCE ROOM
4594 SAN BERNARDINO STREET
MONTCLAIR, CA 91763

COMMITTEE MEMBERS

Ryan Sonnenberg, Director
Kati Parker, Vice President
Gil Aldaco, Treasurer

GENERAL MANAGER

Elizabeth Willis

LEGAL COUNSEL

Lee McElhaney

CALL TO ORDER

Committee Chair Sonnenberg called the meeting to order at 1:05 p.m.

ROLL CALL

Committee Members present were Committee Chair Ryan Sonnenberg, Directors Kati Parker, and Gilbert Aldaco.

General Manager Elizabeth Willis, Administrative Services Manager Alicia Fernandez, Community Programs Manager Maia Dean, Conservation Specialist I Brandon Burgess, Conservation Technician II Daniel Moreno, Community Programs Educators Billy Mercado, Azucena Quinones, Monica Curiel, Administrative Assistant II Judith Taylor, Administrative Assistant I Cassandra Lopez, and Interim Board Clerk Jasmine Felix were present.

ADDITIONS OR CHANGES TO THE AGENDA

In accordance with Section 54954.2 of the Government Code (Brown Act), a two-thirds vote (or unanimous vote if less than two-thirds are present), is required to add an item for action, provided that there is a need to take immediate action and that the need for action came to the attention of the agency after the agenda was posted.

General Manager Elizabeth Willis noted there were no additions made to the agenda, however there was a revision made to the Staff Report for Item No. 3 of the agenda.

PRESENTATIONS

None.

PUBLIC COMMUNICATIONS

This is the time and place for the general public to address the Board of Directors. Due to Brown Act requirements, action will not be taken on any issues not on the Agenda; however, the Board of Directors may refer comments and concerns to staff or request the item be placed on a future agenda. In accordance with District Resolution No. 2020-05: Decorum During Public Meetings, each speaker shall be allotted five (5) minutes of time to address the Board.

Chair Sonnenberg opened the Public Comment period. Interim Board Clerk Felix acknowledged two (2) public comments submitted by Ms. Cassandra Lopez and Ms. Judith Taylor respectively, speaking on Discussion Item 3.

DISCUSSION ITEMS

1. REVIEW AMENDED POLICY NO. 50 - DRESS CODE

Recommendation: It is recommended that the Committee review, discuss, and provide feedback on Policies 26-1, 50 and 55.

General Manager Elizabeth Willis presented the subject item and Administrative Services Manager Alicia Fernandez provided a report to the Board on the changes made to the policies.

After Ms. Fernandez's report, Director Parker inquired about the use of dressy neutral T-shirts. Ms. Willis was open to the inclusion of this article of clothing in the policy.

Director Sonnenberg made a motion to approve the recommended amendments to the listed policies; the motion was seconded by Director Aldaco.

Director Sonnenberg suggested increasing the boot allowance from \$180 to about \$250 to \$300 to account for current market prices. Ms. Willis affirmed that the District would provide a fair average to present to the Board. Director Aldaco was in support of increasing the boot allowance and suggested allowing the employee to use any unused portion of the allowance toward work socks, insoles, or boot laces.

On the topic of Policy 50, Director Aldaco provided clarifying verbiage to the draft policy. Directors Paker and Sonnenberg provided their support of Director Aldaco's suggested revisions and inquired if legal counsel reviewed the policy. Ms. Willis and Ms. Fernandez stated that the purpose of all the revisions to the policy were to provide fairness and clarity to all departments and that staff wished to obtain feedback from the Committee before presenting it to legal counsel for review.

Director Sonnenberg went forward with his original motion, Director Parker inquired if the motion included all policies, Director Sonnenberg confirmed that the motion was inclusive

of all recommended polices, and Director Aldaco seconded the motion; motion was approved unanimously.

2. PROVIDE FEEDBACK AND DIRECTION TO STAFF ON DISTRICT POLICY NO. 32 - DIRECTOR, GENERAL MANAGER, SALARIED, AND HOURLY EMPLOYEE BENEFITS.

Recommendation: It is recommended that the Committee review, discuss, and provide feedback on language within District Policy No. 32 - Director, General Manager, Salaried, and Hourly Employee Benefits.

General Manager Elizabeth Willis presented the subject item and highlighted the current issue with the policy being that the policy is open to interpretation as either 90% of the lowest medical plan plus 100% of dental and vision or 90% of family medical, dental, and vision. Director Parker inquired what the fiscal impact would be of providing 100%. Ms. Willis responded with an estimate of \$2,600 per employee registered for the family plan. Ms. Willis asked the Committee to clarify which interpretation is correct. Director Parker motioned to amend the policy to state 100% of medical, dental, and vision benefits for the cheapest family plan. The motion was seconded by Director Aldaco and approved unanimously.

Ms. Willis mentioned there was a second issue that excluded staff but included Directors. Director Parker suggested that the second issue should be voted on separately.

Ms. Willis presented the second issue stating that the policy did not clearly state whether Directors of the Board were allowed to participate in the District's healthcare plan. Director Parker noted that allowing Directors to participate in the District's healthcare plan would be attractive to future Board members and is significantly cheaper than other plans offered by other agencies. Director Parker suggested the policy be reworded to be inclusive of Directors.

Director Sonnenberg made a motion to amend the policy to allow for Directors to be covered under the single ACWA/JPIA formula and to bring it to the board for consideration. Director Aldaco seconded the motion; the motion was approved unanimously.

3. REVIEW UPDATED ADMINISTRATIVE ASSISTANT I/II AND PROPOSED ADMINISTRATIVE ANALYST

Recommendation: It is recommended that the Committee review, discuss, and consider the updated job descriptions, proposed Administrative Analyst position, and updated Classification and Compensation Schedule for FY 23/24.

General Manager Elizabeth Willis presented the staff report and Administrative Services Manager Alicia Fernandez provided the background to the Committee. Ms. Fernandez mentioned that she conducted an analysis of job description and salaries for the same positions within other agencies.

Director Parker asked if retroactive pay was considered for the employee that performed duties outside of their classification for the past four years. Ms. Fernandez and Ms. Willis stated that they will consult with the District's financial consultant to calculate the backpay and will present it to the board for approval.

Director Aldaco made a motion to consider the updated job descriptions, proposed Administrative Analyst position, and updated Classification and Compensation Schedule for FY 23/24; Director Sonnenberg seconded the motion.

Director Aldaco provided his feedback on the job description, asked clarifying questions, and provided minor edits. Director Aldaco touched on the overlapping duties listed across the progressing positions. Ms. Fernandez noted that the purpose of reiterating the duties across the positions is to ensure that there is cross training. Ms. Willis added that there is not a definite break in positions because it is envisioned that any combination of two of the three positions will be held at the same time, which would allow for growth in experience and salary. Director Sonnenberg asked if there is a need could all three positions be filled and Ms. Willis responded yes if there was a future need.

Director Aldaco questioned the listed agencies and noted a couple of agencies that could cause minor confusion. Director Parker supported keeping the listed agencies to provide a realistic comparison of the recommended job descriptions and salary classifications. Ms. Fernandez and Ms. Willis advocated that although the listed agencies are arguably comparable or incomparable the objective behind the recommendations is employee retention. The Committee accepted their justification and moved to take a vote on the motion earlier stated by Director Aldaco.

General Manager Willis asked to restate the motion to include the revisions presented by Director Aldaco. Directors Aldaco motioned and Director Sonnenberg seconded to consider the updated job descriptions, proposed Administrative Analyst position, and updated Classification and Compensation Schedule for FY 23/24 with the recommended revisions; the motion was approved unanimously.

4. CLASSIFICATION AND COMPENSATION SCHEDULE ADJUSTMENT FY 23-24 AND UPDATING THE PROGRAM EDUCATOR I/II JOB DESCRIPTION

Recommendation: It is recommended that the Committee review, discuss, and consider the recommended adjustments from two (2) full-time and one (1) part-time Educators to three (3) full-time Educators and recommend Board approval of changes to the Program Educator I/II job description.

General Manager Elizabeth Willis presented the staff report to the Committee. Community Programs Manager Maia Dean proceeded by elaborating on the extensive duties that the Community Programs department performs and commented on the benefits of having another full-time educator.

Director Parker made a motion to move forward with staff's recommendation and to present the recommended adjustments from two (2) full-time and one (1) part-time

Educator to three (3) full-time Educators and changes to the Program Educator I/II job description to the Board. Director Aldaco seconded the motion.

Director Aldaco provided his feedback on the job description. He suggested that the District provide additional training on possible exposure to communicable disease, blood, bodily fluids or tissues.

Administrative Services Manager Alicia Fernandez provided a general note that as policies are being reviewed and revised, the salary rates are being excluded and in lieu the public can refer to the salary schedule that will be accessible on the Chino Basin Water Conservation District website.

Ms. Willis posed a question, if the Board approves the change to a full-time employee, then there would be no need for part-time employees' benefits. Director Parker proposed that the policy allowing for part-time employee benefits remain as an option to allow flexibility for future hires.

The Committee moved to vote on the motion, previously stated by Director Parker; the motion was approved unanimously.

ORAL REPORTS

This is the time and place for the Board of Directors to report on any items of interest. Upon request by an individual Director, the Board may choose to take action on any of the subject matters listed below.

- Committee Chair Sonnenberg – *Director Sonnenberg requested that the probation period mentioned in Policy 26-1 be clarified for the meeting in March. He then handed General Manager Willis an entry from the Board Suggestion Box to present to the Committee. The note was regarding Policy No. 29 and inquired about the extension of the probation period. Mr. Sonnenberg responded that extending the probationary period is a common practice, the probationary period should be up to the General Manager's discretion, and the policy should be updated accordingly.*
- Vice President Parker – *None.*
- Treasurer Aldaco – *None.*

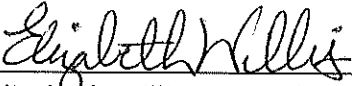
CLOSED SESSION

None.


ADJOURNMENT

Committee Chair Ryan Sonnenberg adjourned the meeting at 2:50 p.m. to the next Regular Board Meeting of the Chino Basin Water Conservation District, to be held on Monday, February 12, 2024, at 2:00 p.m. at District Headquarters, located at 4594 San Bernardino Street, Montclair, CA 91763

APPROVED AND ADOPTED THIS 12TH DAY OF FEBRUARY 2024.


Elizabeth Willis, General Manager

ATTEST:


Brandon Yoshida, Board Clerk