

**MINUTES OF THE REGULAR MEETING
OF THE PERSONNEL COMMITTEE
OF THE MONTE VISTA WATER DISTRICT
BOARD OF DIRECTORS**

APRIL 21, 2021

DIRECTORS PRESENT

G. Michael Milhiser, Vice President
Tony Lopez, Director

DIRECTORS ABSENT

None.

STAFF PRESENT

Justin Scott-Coe, General Manager
Stephanie Reimer, Assistant General Manager/Chief Financial Officer
Betty Conti, Human Resources & Risk Administrator

OTHERS IN ATTENDANCE

None.

ITEM 1: CALL TO ORDER

Vice President Milhiser called the meeting to order at 4:30 p.m.

ROLL CALL

General Manager Justin Scott-Coe stated that the Personnel Committee of the Board of Directors of the Monte Vista Water District meeting will be conducted pursuant to Executive Order N-29-20 and sections of the Brown Act unaffected by that Order. Each director confirmed their attendance and ability to hear the proceedings. Other attendees confirmed they could hear each director. The directors and staff were reminded that any votes taken during the teleconference portion of the meeting must be taken by roll call vote. General Manager Justin Scott-Coe provided brief instructions on appropriate conduct during the meeting.

ITEM 2: PUBLIC COMMENT

None.

ITEM 3: AGENDA CHANGES/ADDITIONS

None.

ITEM 4: DISCUSSION AND/OR ACTION ITEMS

A. Chair Appointment

General Manager Justin Scott-Coe explained that the District Bylaws require each Board committee to designate a committee chair.

Upon motion by Director Lopez, seconded by Vice President Milhiser, and unanimously carried:

M21-04-01

MOVED: To appoint Vice President Milhiser to serve as Personnel Committee Chair, as by roll call vote:

Vice President Milhiser	aye
Director Lopez	aye

B. Meeting Minutes: August 19, 2021

Upon motion by Director Lopez, seconded by Vice President Milhiser, and unanimously carried:

M21-04-02

MOVED: Approved the August 19, 2020 Personnel Committee Minutes, as by roll call vote:

Vice President Milhiser	aye
Director Lopez	aye

C. Notice of Award: Organizational Assessment and Comprehensive Compensation Study

Human Resources/Risk Administrator Betty Conti presented the Personnel Committee with the Organizational Assessment and Comprehensive Study. Ms. Conti said in an on-going commitment to place the Monte Vista Water District (District) in a position of preferred employer to recruit and retain world-class personnel, staff has periodically sought the assistance of a professional consultant to support a comprehensive classification and compensation analysis. Ms. Conti said in 2016, the District completed these studies and implemented many of the recommended changes to continue to position the District in this position.

Ms. Conti said through the recent strategic planning process, the District identified several key implementation tasks to address Goal 6: "Recruit and develop qualified personnel to increase productivity and enhance employee retention and morale." One of those tasks is updating planning and policy documents by completing a classification and compensation study (study).

She said a second task developed through strategic planning process was to complete a thorough organizational assessment (assessment) for the District. The assessment will provide an in-depth analysis of functionality, efficiency, and personnel throughout the agency. Furthermore it would determine if present staffing levels are appropriate and efficient for current and future operations and succession planning.

Ms. Conti said Requests for Proposal (RFP) were issued on March 11, 2021 and received four proposals. She said after careful examination of the proposals, staff is recommending the Board of Directors award the agreement to Raftelis due to their deep understanding of the Effective Utilities Management (EUM) philosophy. Discussion ensued.

Upon motion by Vice President Milhiser, seconded by Director Lopez, and unanimously carried:

M21-04-03

MOVED: It is recommended that the Personnel Committee recommend that the Board of Directors authorize the board president and general manager to enter into a Professional Services Agreement between Monte Vista Water District and Raftelis to provide an Organizational Assessment and Comprehensive Compensation study for a not-to-exceed amount of \$92,275., as by roll call vote:

Vice President Milhiser	aye
Director Lopez	aye

D. Employee Handbook Update

Human Resources/Risk Administrator Betty Conti presented the Personnel Committee with an interim updated to the employee handbook. Ms. Conti said through the recent strategic process, staff committed to updating and implementing essential personnel policy documents that clarify Monte Vista Water District (District) staff expectations, implement best practices, and address rapidly changing regulations. She said staff will be periodically bringing personnel policy updates and revisions to the Personnel Committee and to the Board of Directors (Board) for further adoption. Ms. Conti further stated that as the COVID-19 pandemic began, staff renewed its focus on completing a thorough revision of the Employee Handbook (Handbook). She said there have been a multitude of statutory and compliance changes and additions and staff is closing in on the completion of this project and would like to provide the Personnel Committee with an update of the many proposed changes to the Handbook. Ms. Conti said there has also been new legislation that was signed into law affecting policies and practices in the areas of employment and labor laws. She said staff is still updating many of the legal changes the District's labor and employment consultant, Liebert Cassidy Whitmore, has recommended.

Ms. Conti staff will bring significant revisions through its Management Team for further conversation and commitment to its implementation. She said by the end of the fiscal year, staff will bring back the completed, revised Employee Handbook to the Personnel Committee, identifying all significant policy changes and requesting a recommendation to the full Board for approval of this revised policy document. Discussion ensued and the update was received and filed.

ITEM 5: ADJOURNMENT

Upon motion by Director Lopez, seconded by Vice President Milhiser, and unanimously carried:


M21-04-04

MOVED: Approved to adjourn the Personnel Committee meeting, as by roll call vote:

Vice President Milhiser	aye
Director Lopez	aye

There being no further business, Vice President Milhiser adjourned the meeting at 4:57 p.m.

Respectfully submitted,



Justin M. Scott-Coe
General Manager/Secretary