

# CROCKETT COMMUNITY SERVICES DISTRICT

## Personnel Committee Meeting

AGENDA FOR TUESDAY, JANUARY 9, 2024

TIME: 4:00 PM  
PLACE: Crockett Community Center, 850 Pomona Avenue, Crockett

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*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 November 14, 2023.

5. ADMINISTRATION:

- a. Consider report on actions taken by the District Board.
- b. 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 February 13, 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

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## Of the Crockett Community Services District

**For Review**

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## MINUTES OF PERSONNEL COMMITTEE MEETING NOVEMBER 14, 2023

1. CALL TO ORDER: Chair Tom Cusack called the meeting to order at 4:05 PM. Present were Committee members Wais and Wilson. Board Vice-President Spinner and Board Director Martinez were absent. Staff present included Interim General Manager (IGM)/District Secretary (DS) Rivas, and Administrative Services Manager (ASM).
2. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER: DS Rivas pointed out that the minutes for approval were for October 10<sup>th</sup>, not September 12.
3. PUBLIC COMMENTS ON NON-AGENDA ITEMS: None.
4. CONSENT CALENDAR: The minutes for October 10, 2023, were approved. (RW 1<sup>st</sup>, MW 2<sup>nd</sup>, 3/0, 2 absent.)
- 5a CONSIDER REPORT ON ACTIONS TAKEN BY THE DISTRICT BOARD: DS Rivas reported that the District Board appointed her as Interim General Manager. Ms. Diana Martinez was appointed to the Board. Board President Barassi created the Personnel Ad Hoc Committee to update the personnel section of the District Code. Ms. Wais asked if a notice would be posted regarding the General Manager vacancy. The Board has not discussed a posting at this time. Ms. Wais suggested that the Personnel Committee provide some direction because Board Director Peterson announced that the entire District Code needs to be updated but the original intent was to focus on personnel matters. Ms. Goodman shared that personnel issues were vague with no clear delineation of roles and responsibilities when she began her tenure as ASM. After her discussion with Mr. Peterson, she offered to oversee all matters pertaining to human resources and personnel. Ms. Goodman also offered to participate with the ad hoc committee in updating the personnel sections.
- 5b RECEIVE MEETING AND HOLIDAY SCHEDULE FOR CALENDAR YEAR 2024: DS Rivas presented the meeting and holiday schedule. The meetings are listed in order of occurrence and the meeting time is also listed. She pointed out that there are a few holidays that have been listed but is unclear if they have been approved by the Board since they are not listed in the District Code including Cesar Chavez Day, Martin Luther King Day, and Juneteenth. The meeting schedule was approved. (RW 1<sup>st</sup>, MW 2<sup>nd</sup>, 3/0, 2 absent)  
  
Mr. Wilson led a discussion on discrepancies and inequalities of holidays, who gets paid and who does not. Contracted staff has 11 holidays, but hourly staff only has 9. Whether part-time employees are paid for holidays is unclear. Holidays as supposed to be taken within the calendar year or lose them. The former general manager allowed contracted staff to take floating holidays instead, which were often converted into vacation time and available for cashing out. He would like this policy to be addressed. He stated that contracts clearly specify terms and responsibilities. Hourly employees were given contracts which he

believes are not necessary. They should be open-ended. Only management should have contracts. Paid holidays were approved in 2016 and cost of living increases were only added in 2022.

The six-month probationary period for new hires has been the standard but staff has not been able to locate this policy. Mr. Wilson is unclear if the six months are set in stone but has witnessed where the probationary period was shortened. When a person qualifies for CalPERS is unclear; after two months of the hire date, or once a person becomes a permanent employee.

Vacation hours are capped at three weeks before losing those hours.

#### 5c DISCUSS THE REVIEW PROCESS FOR RECREATION MANAGER AND SANITARY DEPARTMENT

MANAGER: IGM Rivas began the discussion regarding the review process. The former general manager had been provided with the tools to perform the reviews but has not completed them. The IGM asked for guidance on how to approach the reviews since she has not been with the District long enough and lacks the proper experience with the employees to conduct a review.

Based on Ms. Goodman's audit of previous reviews, there were annual employment agreement modifications (AEM) from 2013 through 2021 and then stopped. The EAM should be updated to reflect the salary step increases and COLA adjustments. The District Board will approve the revised EAM. The process should be the same for the Sanitary Department Manager. The last salary step increase was approved in December 2019 for 2020 and included the minimum wage. Minimum wage increases affect the seasonal and non-permanent hourly staff. Permanent hourly staff increases are increased respectively. Management staff are not affected by the minimum wage.

The recreation manager performs the reviews for all recreation staff and presents the recommended increases to the general manager who authorizes the increases without Board approval. Hourly staff sign an initial open-ended contract with duties listed. Permanent staff contracts have been adjusted to reflect CalPERS. A short discussion was held on contracted managers' salaries, their required number of working hours per week, and after-hour workloads. Mr. Wilson shared that salary increases were not permitted for several years. He has brought in millions of dollars in grant funds for Recreation but has not been recognized for it in the form of salary increases. Ms. Goodman agreed to meet individually with both managers to modify their EAMs and submit them to the GM who will ask for Board approval.

Other potential benefits to consider include educational courses and certificates. Historically the District encourages training but at the cost of the employee including their own time to attend training. The group agreed that training is important and adds value to the community at large. Ms. Wais shared some of the history of the District's creation, the community's hesitancy in creating the District, and the Board's overarching need to spend as little as possible. This was largely due to the massive amount of community volunteering experienced at the time. Mr. Wilson shared that he initially volunteered for the District from 1982 to 2006 with no pay. He finally received a salary in 2008.

Mr. Murdock was reviewed for his general manager role but not his engineer role. Ms. Goodman provided an overview of office activities including regular staff meetings for informational gathering for IGM Rivas, project lists, goals, workflow, etc. to help with accountability. Adding to Ms. Goodman's list, IGM Rivas shared that staff is following the weekly and monthly list that was created by Mr. Peterson and the former general manager. She found an old Action Plan that has not been updated in a while and plans to work on that with current projects; this helps with accountability to the community. The weekly and monthly lists have not been updated in two years. Mr. Wilson strongly suggested that these tasks be delegated to recreation staff who have been a part of the administration for several years.

#### 5d UPDATE ON AD HOC COMMITTEE: DS Rivas reported that she is coordinating the Ad Hoc meeting for the next day.

#### 6. REPORTS/COMMENTS FROM COMMITTEE MEMBERS: Chair Cusack had previously requested a digital copy of the personnel district code. He stated that the personnel "red handbook" was successful for the general manager's review but there is so much information that needs updating that

will have to wait to be done through the Ad Hoc committee. He is open to suggestions on updates to be integrated into the revisions. Based on Ms. Quade's letter of interest to the Board, Mr. Cusack would like a supplemental questionnaire to be considered when applying for commissions, committees, and the Board. Ms. Rivas shared that the Board asked the applicants what the role of the District Board was.

7. FUTURE AGENDA ITEMS/COMMITTEE COMMENTS:

- Ad Hoc Committee

8. ADJOURNMENT: at 5:20 PM. The committee agreed to skip the December meeting and meet on January 9, 2024, at 4:00 pm.

Respectfully submitted,  
Sonia Rivas, MBA  
District Secretary

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