

# BOARD PERSONNEL COMMITTEE

of the Crockett Community Services District

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## For Review

### MINUTES OF REGULAR MEETING, SEPTEMBER 10, 2024.

1. CALL TO ORDER: The meeting was called to order at 4:05 pm by Chair Cusack. Present were Commissioners Cusack, Martinez, Spinner, Wais, and Wesselmann. Staff present included District Secretary (DS) Rivas, Administrative Services Manager (ASM) Goodman, and Event Supervisor (ES) Morales.
2. SEATING OF NEW MEMBER: IRIS WESSELMANN: Chair Cusack welcomed Ms. Wesselmann to the group. Ms. Wesselmann reported that she has been in education for 30 years. She worked for four years as a human resources manager in Oakland hiring and evaluating teachers and support staff. She has served as a principal and has taught grades from elementary to high school. She has a doctorate from Mills College. She is currently retired and continues to serve different schools.
3. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER: None.
4. PUBLIC COMMENT ON NON-AGENDA ITEMS: DS Rivas reported that the main purpose of the Personnel Committee (PC) has been to coordinate the employee review for the general manager and to assist with the hiring of the District Secretary. She inquired about the direction of the committee. Chair Cusack reported that performance reviews were the original function, but the purpose of the committee has grown including the creation of the Red Book to help keep track of the review process. Mr. Cusack suggested that eventually meetings may be cut back to quarterly, or as needed as progress is made. IGM Goodman pointed out that the Personnel Committee is strictly for the review of employees who report to the Board (the district secretary and general manager). All other human resource matters, including employee reviews, are performed by the general manager.

The IGM stressed the need for commissioners or committee members who wish to request work from a staff person must go through the general manager to make a formal request due to staff shortages and District priorities. The committee engaged in an extensive conversation on how staff and volunteers can work together, citing a recent example undergone by the Lighting and Landscape Commission. Director Peterson presented a guide on how to create a maintenance plan. Staff turned his charts into a worksheet that can be used to collect information during the year that can eventually be turned into a maintenance plan.

The IGM reported that due to the urgent needs of the recreation department, Ms. Alisa Maria has been appointed as Acting Recreation Manager on an interim basis. She may apply for the Recreation Manager position when it becomes available. Should she not be selected, she will resume her role as the pool manager.

5. CONSENT CALENDAR: Minutes for August 13, 2024, were approved as drafted. (Wais 1<sup>st</sup>, Spinner 2<sup>nd</sup>, 5/0)
6. ADMINISTRATION:
  - a. REPORT ON ACTIONS BY THE BOARD: DS Rivas reported the following: ASM Jena Goodman was appointed as Interim General Manager (IGM). DS Rivas has completed her probationary period. The Personnel Ad Hoc committee was ended. A new ad hoc committee consisting of the Board president and vice-president was created to guide the hiring of a new general manager. A revised salary schedule was approved that included

a full-time recreation manager.

- b. DISCUSS STAFF REVIEW PROCESS: The discussion differentiated between employees who report to the Board and those who report to the GM. The DS and IGM have not received a formal review since their hire dates in August of 2023. Chair Cusack explained the current process of reviews. Both the Board and Commissioners received a review form to complete and score. The PC tallies the results and forwards them to the Board for consideration and final review. The committee discusses the need for a structured review process for the district secretary and general manager, with suggestions for improving the review forms and ensuring timely completion. IGM Goodman emphasizes the importance of fair and consistent performance reviews, considering the unstable management situation and the need for clear documentation. When reviews should occur was discussed. Ms. Martinez suggested using hire dates as a guide and adding competencies to the review process. Considering the current history of the District, IGM Goodman suggested that the DS and IGM reviews occur in December. She also suggested that probationary reviews be done incrementally at 3, 6, 9, and 12 months.
  - c. DISCUSS HIRING PROCESS AND NEXT STEPS FOR THE GENERAL MANAGER POSITION: Board President Spinner reported that he and Ms. Martinez will be working on the hiring process for a new general manager through the hiring committee ad hoc. They will bring documentation to the PC meeting for consideration.
  - d. DISCUSS RECREATION DEPARTMENT MANAGER JOB DESCRIPTION: IGM Goodman reported that she has updated the recreation manager's job description and created a complete hire packet in anticipation of hiring a full-time person. She has not reviewed the job description prepared by the Personnel ad hoc committee. There was a short discussion on when a permanent person would be hired. The IGM expressed that a decision has not been made but currently, Recreation needs all hands-on deck and Ms. Maria is qualified to fill in as Acting RM.
  - e. UPDATES TO RED BOOK: DS Rivas and Chair Cusack agreed that the Red Book needs to be updated and expanded. The DS has purchased 12 red binders to facilitate updating documents and additional copies will be provided for all Board members. Several positions need to be added, and all should have a job description and duty statement. The IGM recommended updating the organizational chart.
7. REPORTS/COMMENTS FROM COMMITTEE MEMBERS: None.
  8. FUTURE AGENDA ITEMS:
    - a. Revise the general manager review form.
    - b. Consider a modified review form for the district secretary position.
    - c. Review the onboarding template.
    - d. Air Quality and the economic impacts on the pool and recreational uses.
  9. ADJOURNMENT: The meeting was adjourned at 5:20 PM until October 8, 2024.

Respectfully submitted,  
Sonia Rivas, MBA  
District Secretary