

HUMAN RESOURCES/RISK MANAGEMENT COMMITTEE NOTES

September 23, 2019

Attendees:

Committee members: Kathleen Tiegs (Chair) and James V. Curatalo

Staff members: Carrie Guarino, Chad Brantley, Roberta Perez, Taya Victorino and Bobby Kalarsarinis.

Members of the Public: None.

Call to Order: 4:30 p.m.

Public Comment: None

Additions/Deletions to Agenda: None

1. Board of Directors Handbook

- Staff presented the Committee with proposed updates to the Board of Directors Handbook. The Handbook was adopted in 2005 as a resource guide for Board Members. It was last revised in 2013 when Director Cetina was elected to the Board, but staff felt it was timely to update the handbook due to changes in District leadership and the Executive Team. Staff has refreshed, and reorganized the document while simplifying and eliminating redundancies. Significant revisions include a section on Special Districts and Regional Industry Relationships, moving the District history section to the appendix along with the inclusion of several District policies relating to the Board and elections, as well as a District organizational chart.
- The Committee concurred with the proposed revisions and recommended forwarding the item to the Board of Directors for consideration.

2. Amend Employee Policy No. 2.5, Hours of Work, Attendance, and Overtime

- Staff proposed policy amendments to update Employee Policy No. 2.5, Hours of Work, Attendance, and Overtime updating the exempt position listing and other administrative language amendments.
- The Fair Labor Standards Act (FLSA) establishes minimum wage, overtime pay, record keeping, and child labor standards affecting employees in the private sector, and in federal, state and local governments. Federal and state laws require that overtime must be paid for certain, but not all jobs. The District is committed to adhering to the regulations of FLSA appropriately and consistently as the law applies to exempt and non-exempt employees.
- The Committee concurred and recommended forwarding the item to the Board of Directors for consideration.

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3. Employee Policy No. 8.3, Board of Directors' Employee Innovation Recognition Program

- Staff proposed the adoption of a new policy, Employee Policy No. 8.3, Board of Directors' Employee Innovation Recognition Program.
- The proposed policy is designed to recognize individual employees or teams that foster innovations that improve work efficiencies, work processes, and solutions that improve District operations or results in a savings of time or financial resources. This non-monetary recognition program is based on defined criteria. Any member of the District's leadership team can nominate employees or teams who suggest innovative ideas and substantially participate in implementation of this efficiency.
- This program has been designed to provide for scoring and evaluation of all eligible nominees by the Board of Directors.
- The Committee concurred and recommend forwarding the item to the Board of Directors for consideration.

Meeting Adjourned at 5:05 pm