

## **HUMAN RESOURCES/RISK MANAGEMENT COMMITTEE NOTES**

**February 4, 2021**

### **Attendees:**

Committee members: James V. Curatalo (Chair) and Mark Gibboney

Staff members: John Bosler, Carrie Guarino, Chad Brantley, Eduardo Espinoza, Roberta M. Perez, Taya Victorino and Robbie Victorino

Members of the Public: None.

**Call to Order:** 11:00 a.m.

**Public Comment:** None

**Additions/Deletions to Agenda:** None

### **Introductory Remarks by Chair Curatalo**

Chair Curatalo announced for the record that this meeting was conducted by teleconference pursuant to the Brown Act waivers provided for under the Governor's Executive Orders in response to the COVID-19 State of Emergency. Further, the agenda stated that there was no public location for attending this meeting in person. The agenda stated that the public may listen and provide comment telephonically by calling the number listed on the agenda. Chair Curatalo took a roll call of Committee members and staff present on the call, as listed above.

#### **1. Committee Officers**

- Director Curatalo will remain committee chair.

#### **2. Employee Policy No. 3.17, California Crime Victim Leave**

- Staff proposed the adoption of a new policy, Employee Policy No. 3.17, California Crime Victim Leave. On September 28, 2020, Governor Newsom signed Assembly Bill (AB) 2992, which expands existing law providing protected leave for employees who are victims of domestic violence, sexual assault, or stalking, to include leave for victims of other crimes or offenses "that caused physical injury or that caused mental injury and a threat of physical injury." The newly signed legislation also provides protected leave for an employee "whose immediate family member is deceased as a direct result of a crime" and expands the types of documentation for leave eligibility that an employee may provide to verify that a crime or abuse occurred.

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- The Committee concurred and recommended forwarding the item to the Board of Directors for consideration.

### **3. Employee Policy No. 3.18, Leave for Victims of Domestic Violence, Sexual Assault, Stalking or Crime**

- Staff proposed the adoption of a new policy, Employee Policy No. 3.18, Leave for Victims of Domestic Violence, Sexual Assault, Stalking or Crime. On September 28, 2020, Governor Newsom signed into law Assembly Bill (AB 2017), which revised Labor Code 233, known as “Kin Care,” to provide that an employee has the right to designate sick leave as for kin care; or for the employee’s own health condition or for obtaining relief if the employee is a victim of domestic violence, sexual assault, or stalking. Employees may take time off to seek relief, including restraining orders, temporary restraining orders, and other injunctive relief, to help ensure the employee’s own safety or their defined family member’s safety, health, and welfare.
- The Committee concurred and recommended forwarding the item to the Board of Directors for consideration.

### **4. 2021 Employee Safety Training Calendar/COVID-19 Update**

- Staff presented the Committee with the 2021 safety employee-training calendar. Each year staff prepares an annual training calendar that reflects the recommended and required occupational training for the calendar year. Training opportunities are available to staff on campus with in-house or outsourced trainers, online courses with Target Solutions, and offsite.
- The majority of training topics are eligible as contact hours for staff to use towards license recertification required for their position. Training and licenses required for each job description is the employees’ responsibility to maintain. The District utilizes the TargetSolutions software provided by the ACWA/JPIA to host employee certification requirements and setup frequent reminder notifications for upcoming expiration and renewals. TargetSolutions provides a visual dashboard of certifications and licenses every time staff logs on to their account.
- Staff provided an update on th COVID-19 employee dashboard and other reosurces.

Meeting Adjourned at 11:25 am