

## HUMAN RESOURCES/RISK MANAGEMENT COMMITTEE NOTES

October 28, 2020

### Attendees:

Committee members: James V. Curatalo (Chair) and Kevin Kenley

Staff members: John Bosler, Carrie Guarino, Eduardo Espinoza, Rob Hills, Chad Brantley, Taya Victorino, Cindy Cisneros, Roberta Perez, Rossana Ammari, and Jeff Ferre

**Members of the Public:** None

**Call to Order:** 4:00 p.m.

**Public Comment:** None

**Additions/Deletions to the 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.

### I. ACWA/JPIA EMPLOYEE BENEFITS RENEWAL 2021

- Staff presented the Committee with information on the Employee Benefits Renewal rates for 2021. The District's benefits program offers medical insurance through the Association of California Water Agencies/Joint Powers Insurance Authority (ACWA/JPIA). Other carriers provide dental, vision, life, and short/long term insurance.
- The District's open enrollment period was October 5–27, 2020. This year's open enrollment was held virtually due to the COVID-19 pandemic. It consisted of staff educational webinars with insurance providers, vendors, and the Human Resources Division.
- This was an informational item only.

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### **2. EMPLOYEE POLICY NO. 3.3, EMPLOYEE INSURANCE BENEFITS**

- Staff proposed Employee Policy No. 3.3, Employee Insurance Benefits be revised to include provisional language updates on employer participation requirements regarding employer contribution to medical premiums and other administrative language on eligibility, benefit plans, optional benefits, and continuation of health coverage/COBRA.
- The Committee concurred and recommended forwarding the item to the Board of Directors for consideration.

### **3. CLAIM UPDATE: WORKERS' COMP, PROPERTY, LIABILITY**

- Staff provided a workers' compensation and liability claims summary for FY 2018/19 and FY 2019/20. Claims that involve on-the-job injuries or illnesses are administered by the Association of California Water Agencies/Joint Powers Insurance Authority (ACWA/JPIA) on behalf of the District. The JPIA manages the workers' compensation claims in collaboration with the Human Resources/Risk Management staff.
- There is no direct fiscal impact from workers' compensation claims for the District due to our membership in a risk-pooled program. The fiscal impact for District paid tort claims for FY 2018/19 was \$13,385, and FY 2019/20 was \$6,648.

### **4. WORKFORCE ANALYSIS UPDATE**

- Staff shared with the Committee key findings of the Workforce Analysis report. The report will assist staff to be aware of and plan for anticipated changes to our workforce. It also includes key take-a-ways of our current employee census. It identifies gaps for the future supply of labor and current programs and practices in place to ensure that we are maximizing employee skill sets.
- This was an informational report and no action by the Human Resources/Risk Management Committee was required.

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### **5. CLOSED SESSION**

- At 5:13 p.m., Chair Curatalo announced that after a brief recess a closed session would be held pursuant to:

**PUBLIC EMPLOYEE PERFORMANCE EVALUATION**

Pursuant to Government Code 54957

Title: General Manager

- Closed Session was called to order at 5:15 p.m.
- In attendance were Chair Curatalo, Director Kenley, the General Manager, Legal Counsel (Ferre), Assistant General Manager, and Executive Assistant (Cisneros)

### **RECONVEYANCE/REPORT ON CLOSED SESSION**

- The regular meeting reconvened at 5:35 p.m. at which time Chair Curatalo announced that there was no action to report from closed session.

Meeting Adjourned at 5:36 p.m.