

HUMAN RESOURCES/RISK MANAGEMENT COMMITTEE NOTES

May 22, 2019

Attendees:

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

Staff members: John Bosler, Carrie Corder, Chad Brantley, Rob Hills, Erin Morales, Roberta Perez, and Robbie Victorino

Members of the Public: None.

Call to Order: 3:30 p.m.

Public Comment: None

Additions/Deletions to Agenda: None

1. Employee Safety Expo Update

- Staff presented the Committee with information on the upcoming Employee Safety Expo on June 6, 2019. Each year the District's Safety Committee plans and celebrates National Safety Month with our employees promoting various safety topics, highlighting our programs, and supporting our overall culture of safety throughout the year.
- The Expo increases employee awareness and provides an opportunity to learn about other departmental safety practices through demos and interactive activities.

2. FY 2020 Wage & Benefit Adjustment

- Staff presented to the Committee the proposed wage and benefit adjustment for FY2020.
- The Committee reviewed the following:
 - The continuation of the additional 1% CalPERS Employee Pick-Up Program. Employees have incrementally increased their contribution by 1% each year. As of January 1, 2020 Tier I and Tier II will contribute 7% of the CalPERS pickup. In 2020, Tier I employees will just have one more year to full contributions (8%), and Tier II employees will be at their full contribution of 7%; Tier 3 is already at 100% pick-up.
 - Staff proposed a 3% COLA to be effective July 1, 2019, which amounts to a net 2.5% increase after the CalPERS EE pick-up. Staff considered the following cost indices:

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- Employment Cost Index, December 2018: 2.6%
- Consumer Price Index, March 2019: 2.7%
- The savings generated from the additional 1% employee pickup amounts to \$91,168. The cost of the net 2.5% COLA is \$388,645. The net impact to the District's operating budget for those proposed adjustments amounts to \$297,477 for FY2020.
- The Committee supported the proposed FY2020 wage and benefit adjustment and recommended that this proposal go before the entire Board of Directors for review and approval.

3. New Employee Policy No. 4.9, Fraud Prevention

- Staff proposed the adoption of a new policy, Employee Policy No. 4.9, Fraud Prevention. The District's commitment to strong internal policies is a key element to sound administration and stewardship of our resources. Staff developed a new policy, Fraud Prevention that will be included in both the Employee and Administrative Policy manuals. This policy establishes expectations of behavior, raises awareness, lists the prevention methods and tools set in-place, and guides employees on the actions that should be taken if fraud is suspected.
- The District's independent auditor and legal counsel reviewed the policy both in content and in form on March 27 and April 3, 2019.
- The Committee concurred and recommended forwarding the item to the Board of Director's consideration.

Meeting Adjourned at 4:00 pm