

**LEUCADIA WASTEWATER DISTRICT**  
 Minutes of a Human Resources Committee Meeting  
 December 6, 2023

A meeting of the Human Resources Committee (HRC) of the Leucadia Wastewater District (LWD) was held Wednesday, December 6, 2023 at 2:00 p.m.

**1. Call to Order**

Chairperson Roesink called the meeting to order at 2:02 p.m.

**2. Roll Call**

DIRECTORS PRESENT: Pacilio and Roesink

DIRECTORS ABSENT: None

OTHERS PRESENT: General Manager Paul Bushee, Director of Finance and Administration Ryan Green, Administrative Services Supervisor Trisha Hill, Executive Assistant Tianne Baity

**3. Public Comment**

No public comment was received.

**4. New Business**

A. Adopt Resolution No. 2407 approving LWD's Revised Workplace Violence Prevention Policy.

ADS Hill introduced the item and provided background information noting the policy was last revised in 2013. She noted that staff recently conducted a review of the existing policy. Based on this review, staff is recommending several changes that clarify the intent of this policy, along with clerical and formatting updates. She then reviewed the following proposed revisions:

**Section 3 – Workplace Security Measures**

Section B: Prohibited Behaviors section was added to clarify which behaviors are prohibited in the workplace.

**Section 4 – Reporting and Investigation Procedures**

- In this section, language was updated to clarify which staff members employees can report any concerns of violence or incidents of violence to.
- The paragraph about Inspections was moved to this section. In the prior policy, it was written as a stand-alone statement.

Section B: As with other similar policies, a section about confidentiality during an investigation was added to the policy.

**Minor Change Recommendations**

Throughout the policy, various minor changes were made to improve clarity, correct grammatical spelling and format inconsistencies.

Following discussion, the HRC concurred with staff to recommend that the Board of Directors adopt Resolution No. 2407 approving LWD's Revised Workplace Violence Prevention Policy.

B. Adopt Resolution No. 2405 Amending the Travel Authorization and Expense Reimbursement Policy.

ADS Hill introduced the item and provided background information noting the policy was last

revised in 2017. She noted staff recently reviewed the policy to determine if any revisions are necessary. She then reviewed the following proposed revisions:

- include CalPERS and the California Society of Municipal Finance Officers to the pre-authorized list of organizations eligible for expense reimbursement for staff,
- include sexual harassment prevention training, for the purpose of complying with State law or District policy as a pre-authorized reimbursable activity for staff and the Board of Directors,
- increase the maximum daily amount reimbursable for meals from \$75 to \$100 per day; and
- minor grammar changes were made throughout the policy.

Following discussion, the HRC concurred with staff to recommend that the Board of Directors adopt Resolution No. 2405 Amending the Travel Authorization and Expense Reimbursement Policy.

### C. Annual Review of the Board-General Manager/Staff Relations Policy.

DFA Green introduced the item and provided background information noting the policy calls for an annual review and it was last revised in 2023. He noted that staff recently conducted an annual review of the existing policy. Based on this review, staff is not recommending any changes. DFA Green stated that this item has been placed on the agenda for the HRC's review and comment and if the HRC concurs with staff, this item will be placed on the December Consent Calendar.

Following discussion, the HRC concurred with staff to recommend that the Board of Directors receive and file the annual review of the Board-General Manager/Staff Relations Policy under Consent Calendar in the December Board Agenda.

### **5. Information Items**

None.

### **6. Directors' Comments**

Chairperson Roesink asked when will the Board meet with Mr. Jeff Bills. GM Bushee answered that the next Board Strategic Planning will be scheduled some time in late February 2024.

Chairperson Roesink asked what other items are reviewed by the HRC. GM Bushee answered besides the items listed above, the HRC also reviews the Compensation Study and changes to the Human Resources Policy Manual (HRPM).

Director Pacilio asked when do the LWD committees rotate. GM Bushee and DFA Green reviewed how the committees currently rotate based on the policy but noted that this is an agenda item for the December Board meeting next week.,

### **7. General Manager's Comments**

GM Bushee reported that the Employee Satisfaction Survey was completed yesterday by staff and Mr. Jeff Bills. He noted that Mr. Bills is in the process of compiling the results and Mr. Bills will review them with the Board at a future Board meeting.

8. **Adjournment**

Chairperson Roesink adjourned the meeting at 2:40 p.m.



Paul J. Bushee  
Secretary/Manager  
(Seal)