



AD HOC BOARD PERSONNEL COMMITTEE AGENDA

Monday, October 26, 2020 2:00 P.M. – 3:00 P.M.

Via Teleconference

Pursuant to the State of California Executive Order N-35-20, and in the interest of public health, OMWD is temporarily taking actions to mitigate the COVID-19 pandemic by holding meetings electronically or by teleconference. The Boardroom will not be open to the public for this meeting.

To join this meeting via phone, please dial:
(669) 900-9128 or (253) 215-8782
Meeting ID: 897 1913 7266 and Password: 220762

Attendees: Director Guerin, Director Sprague, General Manager Kimberly Thorner, Acting Human Resources Manager Jennifer Joslin

- Topics to be Discussed:**
1. **Review of the 2020 Annual Objective**
“Evaluate employee health and fitness program and on-site wellness facilities; review with Personnel Committee”
 - Review OMWD Health & Fitness Programs document
 2. **Finance Position Reclassification**
 - Discussion
 3. **Approval of Minutes** - Regular Meetings of the Personnel Committee (October 30, 2019 and March 30, 2020)
 4. **Closed Session:**
Agency Negotiators: Thorner & Joslin
 - Upcoming 2021 Negotiations

OMWD Health and Fitness Programs

The District's *Safety and Wellness Program* emphasizes the positive role safety and health has in the workplace by creating interactive safety and wellness programs for employees. The District maintains a workplace wellness program to encourage employees to choose personal health goals and healthy lifestyles with their family members.

Key Elements:

- 1) *Continue employee healthy lifestyle programs and events such as the Health and Wellness Fair and the Healthy Heart Walk.*

The District plans to continue hosting healthy programs and events during the pandemic as long as safety protocols can be followed. The 2020 Health and Wellness Fair was held on October 14th, 2020. The employees were surveyed to see if they would be comfortable attending an outdoor socially distanced health fair this year, 60% of staff said yes so we decided to proceed with an in-person event. The event was held outside and followed social distancing and COVID-19 safety protocols in order to minimize exposure risk. Like in previous years, the fair featured benefits information as well as health and wellness related vendors. A virtual on-line health fair alternative was also provided to all employees in conjunction with open enrollment for those not comfortable attending an in-person event. The next Healthy Heart Walk event is planned for March of 2021. Typically this includes a walk around the surrounding neighborhood followed by a healthy breakfast.

- 2) *Maintain the on-site Wellness Center (the District's gym) for use by employees and their families.*

During the COVID pandemic, specific rules were implemented and continue to be in place in order to keep the wellness facility open and safe for employee use. The gym was closed for only a short period of time following the initial onset of the pandemic.

Wellness Center (Gym) Rules during COVID-19 are as follows:

- In order to use the gym, employees need to sign-up and place their workout time on the shared Outlook "gym" calendar.
- Employees will be limited to 5 time slots per employee per week.
- Only 2 people can reserve the same timeslot and be in the gym at any time.

- Employees must maintain social distancing (6 feet apart from co-workers) at all times in the gym.
- Employees must sanitize all equipment used before and after use (disinfectant spray and wipes are provided in the gym).
- A face mask or other face covering should be worn while in the gym.

In order to accommodate various busy schedules and help promote wellness center use, the District offers extended hours of operation. Employees and Board members may use the wellness center from 5:00 am to 11:00 pm seven days per week. One guest per visit, over the age of 14, may accompany an employee or Board member and may use the wellness center during the non-peak hours. Non-peak hours are 6:00 to 11:00 pm on weekdays and all day on weekends. In order to use the wellness center, the employee, Board member, and guest must have signed the wellness center agreement and liability release and submit to Human Resources in advance of using of the facility.

The District utilizes an outside vendor to perform extensive cleaning and preventative maintenance on all of the equipment in the fitness center three times per year. This is intended to keep all of the machines functioning properly and safe for employee use. The District also provides essential cleaning supplies including hand sanitizer, disinfecting spray, and wipes for daily cleaning in order for employees to sanitize equipment used after each use.

3) *Promote employees' participation in the District's gym.*

The District continues to improve the gym equipment and facilities in order to peak interest and promote use of the wellness center. The gym layout was recently evaluated and redesigned upon the move into the new remodeled building. There is a TV as well as a stereo available for employee use. The wellness center features a variety of equipment to use including treadmills, elliptical machines, stationary bikes, a smith machine, resistance machines, weight sets ranging from 3 to 75 pounds, and other various stationary machines. Thus, there is a large variety of equipment in order to accommodate different employee preferences in workout activities. The variety of machines also allows gym users to stay socially distanced from one another.

The new wellness center also features a separate multipurpose room. This new area is ideal for practicing yoga as well as performing stretching/flexibility exercises away from the main gym area and larger equipment. This area also features a TV where employees can play workout or yoga videos in a more private area. There are also bosu and exercise balls available for use. In

addition, new yoga mats were purchased for employee use in the multipurpose area. These mats are to be disinfected after every use.

A wellness grant from ACWA JPIA was recently applied for and received by the District in the amount of \$1,700 in order to purchase new gym equipment. The employees had been wanting a new Versaclimber machine so the funds will be used to purchase that new piece of equipment (pictured below). A similar grant was received two years ago from ACWA JPIA from which a rowing machine was purchased for the wellness center that is definitely utilized frequently.



Although use of the District gym is not convenient for off-site staff, the District does offer incentives for other gym use. The District continues to provide authorized reimbursements not to exceed \$24 per month for off-site employees who work out at a non-District gym at least four times a month. (An off-site employee is an employee whose primary assignment is working at the 4S Water Reclamation Facility, the Water Treatment Plant, or at the Elfin Forest Recreational Reserve.) However, the reimbursements have been decreased recently due to COVID-19 related public gym closures.

4) *Other ways health and wellness are promoted.*

Prior to the pandemic, a personal fitness trainer as well as a yoga instructor had provided on-site instructor lead classes after work or at lunch time for interested employees. These classes were provided at the employees' expense. The personal trainer is no longer offering classes, however, yoga classes are still available to employees after work via zoom. As yoga classes were previously held in the gym, once the gym COVID-19 restrictions are lifted, on-site yoga classes plan to resume.

The Wellness Advocate a monthly digital magazine is placed on the Employee Portal (intranet) for employees to view. The magazine contains information on healthy lifestyles, exercise, nutrition, and other related information. We also distribute information in regards to virtual workout classes, equipment, and fitness discount programs being offered through the Anthem and Kaiser Permanente insurance plans.

The District currently requires all employees to complete a “Temperature and COVID-19 Symptom Certification” in the morning prior to entering District facilities. This is done to ensure that no employees come to work and potentially infect others who exhibit any symptoms of COVID-19. For employees who do exhibit symptoms or are potentially directly exposed to someone with COVID-19 and are directed to quarantine by the General Manager, the District is providing up to 80 hours of additional sick leave to use for those COVID-19 related situations. In addition, safety supplies including face masks, hand sanitizer, thermometers, antibacterial wipes, and rubber gloves have been distributed to all employees in order to maintain safety standards.

The District also provides flu shots at no charge for interested staff who want to receive the shot prior to the start of the flu season. This is done to reduce the likelihood of staff becoming ill with the flu and potentially spreading flu to other staff members.

We hope that by staying safe and promoting healthy lifestyles, the District will reduce employee absenteeism, reduce stress, and produce a more productive work environment!

MINUTES OF A REGULAR MEETING OF THE
BOARD PERSONNEL COMMITTEE OF THE
OLIVENHAIN MUNICIPAL WATER DISTRICT

OCTOBER 30, 2019

A meeting of the Personnel Committee of the Olivenhain Municipal Water District was held on Wednesday, October 30, 2019, at the District office, 1966 Olivenhain Road, Encinitas, California.

The meeting was called to order at 2:00 P.M. In attendance were Director Sprague, President and Division 5 Director; Director Christy Guerin, Division 3; Kimberly Thorner, General Manager; Thomas Wood, Human Resources Manager; and Jennifer Joslin, Human Resources Analyst.

1. REVIEW 2019 ANNUAL OBJECTIVES-HR STRETCH GOAL RESULTS

The District conducted surveys of the employees for suggestions on maintaining a safe, healthy, rewarding work environment; an action plan was developed and presented today.

- a.) Review of the Energage 2019 Employee Survey Results regarding OMWD's culture and working environment. The committee reviewed the survey results and discussed the action plan.
- b.) Review of the in-house employee survey results regarding benefits and events. The proposed changes going forward and action plan were discussed. The Committee approved Human Resources to provide an update of the action plan at the next Personnel Committee meeting, tentatively scheduled in April 2020.

2. APPROVAL OF MINUTES – Regular Meeting of the Personnel Committee (April 3, 2019)

Director Guerin moved to approve the minutes of April 3, 2019, seconded by Director Sprague and carried.

The meeting was adjourned at 3:01 P.M.

MINUTES OF A REGULAR MEETING OF THE
BOARD PERSONNEL COMMITTEE OF THE
OLIVENHAIN MUNICIPAL WATER DISTRICT

MARCH 30, 2020

A meeting of the Personnel Committee of the Olivenhain Municipal Water District was held on Monday, March 30, 2020, at the District office, 1966 Olivenhain Road, Encinitas, California.

The meeting was called to order at 2:01 P.M. Several participants joined the meeting via conference call due to the stay at home order. This is allowed per current State law.

In attendance were Director Sprague, President and Division 5 Director; Christy Guerin, Division 3 Director; Kimberly Thorner, General Manager; Thomas Wood, Human Resources Manager; and Jennifer Joslin, Human Resources Analyst.

1. REVIEW PROPOSED 2020 STAFFING ANALYSIS

The committee discussed the 2020 Staffing Analysis. The organizational charts were presented for the next five (5) years along with the financial estimates.

2. REVIEW OF HOW A FINAL STAFF REPORT MAY BE PRESENTED ON THE ANNUAL OBJECTIVES AFTER THE OCTOBER BOARD MEETING OF EACH YEAR

The committee discussed the logistics of the end of the year annual objections (goals) update presentation to the full Board. Suggestions were discussed for improvement and presentation in the future. The accepted recommendation was that with the annual goals completion status being present to the Board in October each year, that not only will staff come back to the Board with the next year's goals in January, but staff will also present a final report on goals accomplished in the previous year (if a goal was reported to the Board in October that it still had to be accomplished in November or December).

3. REVIEW OF THE TIMING OF THE AWARD OF THE INCENTIVE PAY IN RELATION TO A FINAL STAFF REPORT ON THE ANNUAL OBJECTIVES

The committee discussed the scheduling of the incentive pay in relation to the final staff report of the annual objectives. Several scenarios were discussed and it was decided to keep the current timing of the incentive pay award, with no changes as the additional reporting of goals completed in January each year was appropriate.

The meeting was adjourned at 2:47 P.M.