

**Burney Water District
Board of Director's Personnel and Policies Standing Committee Meeting
April 12th, 2022**

ITEM

1. CALL TO ORDER AND ROLL CALL

PRESENT: Directors Britta Rogers, Fred Ryness, District Manager David Zevely and Administrative Assistant Stephanie McQuade.

ABSENT: None.

CALL TO ORDER: Director Ryness called the Meeting to order at 10:05 a.m.

2. **PUBLIC SPEAKERS: None.**

NEW BUSINESS:

- 3. **Discuss Partnering with a Government Agency for Workforce Program Opportunities:**** District Manager David Zevely informed the Committee that he has called and emailed Northern Rural Training and Employment Consortium (NoRTEC) regarding workforce program opportunities for our District. Should be hearing back from NoRTEC by the end of the week. If we are approved for partnership they provide government funded recruitment services with no fees for employers which would include hourly wage, workers compensation, and all costs associated with certifications. He spoke with Merrill Grant, FRJUSD Superintendent, about talking with the students regarding the water and sewer industry. District Manager showed the Committee the NoRTEC Workforce System Promotional Video. Will bring back more information next month regarding the workforce program opportunities.
- 4. **Discuss Uniform Work Schedules for District Staff to Advance Customer Service and Responsiveness During Regular Business Hours:**** District Manager David Zevely informed the Committee members that the Field Staff currently have different work hours. Since the last Committee meeting District Manager monitored staff and determined that there are no specific, unique tasks staff performed before regular business work hours that require alternate work schedules. There are real benefits for all field staff to respond to customer service requests, emergencies, and support field operations during business hours. In addition, with construction of the three Improvement Projects it would benefit the District to have full staffing during regular business hours. He informed the Committee that he will be making the changes in the near future.
- 5. **Discuss CSDA Sample Policy Handbook:**** Administrative Assistant Stephanie McQuade informed the Committee that CSDA has just come out with a newly updated Sample Policy Handbook. It was determined that it would be in the Districts best interest to purchase the newly updated Sample Policy Handbook to start revising for the District instead of utilizing the old one we currently have.
- 6. **Review Future Agenda Items and Summarize Board Direction:**** Information Regarding the Workforce Program, CSDA Sample Policy Handbook. Next Personnel and Policies Standing Committee Meeting is scheduled for May 10th, 2022 at 10:00 a.m.
- 7. **Adjournment:**** Director Ryness called for adjournment at 11:03 a.m.

CHAIRPERSON

BOARD SECRETARY