



**Human Relations Committee
(Chair – Duncan, Member – Martin)
MEETING NOTICE AND AGENDA
Wednesday, April 1, 2020 – 2:00 p.m.**

Notice is hereby given that the Human Relations Committee of Mission Springs Water District will hold a special meeting on the date listed above. The meeting will be held at 66575 2nd Street, Desert Hot Springs, CA 92240.

**COMMITTEE MEMBERS & STAFF MAY BE ATTENDING THIS MEETING TELEPHONICALLY
THE PUBLIC MAY ALSO ATTEND BY CALLING THE NUMBER BELOW AND MAY SUBMIT ANY
COMMENTS ADDRESSING PUBLIC COMMENT OR ANY ITEM ON THE AGENDA BY
EMAILING DPETEE@MSWD.ORG
1-267-930-4000
Participant access: 322 652 077**

ACTION MAY BE TAKEN ON ANY ITEM LISTED ON THIS AGENDA.

1. CALL TO ORDER

2. ROLL CALL

3. PUBLIC INPUT

This is the opportunity for members of the public to address the Committee on matters within the Committee's jurisdiction. **Please limit comments to three (3) minutes or less.** State law prohibits the Committee from discussing or taking action on any item not listed on the agenda.

4. REVIEW EMPLOYEE REQUESTS FOR FY 2020-21

5. DIRECTORS' COMMENTS

6. ADJOURN

If you need special assistance to participate in this meeting, please contact the Executive Assistant at 760.329.5169 ext 137 at least 48 working hours prior to the meeting.

ANY DISCLOSABLE PUBLIC RECORDS RELATED TO AN OPEN SESSION ITEM ON A REGULAR MEETING AGENDA AND DISTRIBUTED BY MISSION SPRINGS WATER DISTRICT TO ALL OR A MAJORITY OF THE BOARD OF DIRECTORS LESS THAN 24 HOURS PRIOR TO THAT MEETING ARE AVAILABLE FOR PUBLIC INSPECTION AT THE DISTRICT OFFICE, 66575 2ND ST., DESERT HOT SPRINGS, CALIFORNIA DURING NORMAL BUSINESS HOURS AND MAY ALSO BE AVAILABLE ON THE DISTRICT'S WEBSITE AT WWW.MSWD.ORG/BOARD. NOTE: THE PROCEEDINGS MAY BE AUDIO RECORDED.

CERTIFICATION OF POSTING

I certify that on or before March 31, 2020, a copy of the foregoing notice was posted near the regular meeting place of the Board of Directors of Mission Springs Water District at least 24 hours in advance of the meeting (Government Code Section 54954.2)

Arden Wallum
Secretary of the Board of Directors

Employee Requests

Human Relations Committee

April 1, 2020

History/Process

- MSWD employees are **NOT** represented by a union
- As part of the budget process, MSWD staff reviews and assesses all costs and increases including labor costs (wages and benefits)
- This process is not new. Process has been followed for the longer than most employees have been employed (**greater than 20 years**).
Process includes;
 - Employee Request Meeting - March 5th
 - Evaluation of Requests – March 26th
 - Human Relations Committee – April 1st
 - Board of Directors Meeting – April 20th

Employee Requests – March 5, 2020

- This year, sixteen (16) requests were made by the employees
 - 5 requests dealt with addition time off centered around the holidays
 - 3 requests dealt with health insurance changes
 - Other requests
 - Cost of Living Adjustment
 - Certification Pay
 - Compensation Time
 - Equipment (Work shirts & computer purchasing assistance)
 - District Facilities (New building, restroom facilities at North Palm Springs well site)
 - Ride Share Program

Evaluation of Requests

- Evaluation of Requests is completed by MSWD Management Staff and Human Resources Specialist based on
 - Past Board feedback, legal guidance, and labor market conditions
 - Past Board feedback – Cost of living adjustments
 - Legal guidance – Computer purchasing assistance
 - Labor market conditions –
 - Holidays
 - Health Insurance
 - Certification pay
 - Items that can be done administratively (already planned, safety, etc.)
 - Restroom facility
 - Shirts
 - New Building

Committee Discussion Items

- Cost of Living Adjustment
- Lincoln - Increase MSWD match from 3% to 4%
- Employee Compensation Time - Option to use overtime hours worked as “comp” time (i.e. additional time off during the fiscal year)

