

Monterey County

*Monterey County Government Center
Monterey Conference Room
168 W. Alisal St., 2nd Floor
Salinas, CA 93901*



Action Minutes - Draft

Wednesday, May 12, 2021

10:00 AM

Special Meeting

Board of Supervisors Human Resources Committee

IMPORTANT NOTICE REGARDING COVID 19

Based on guidance from the California Department of Public Health and the California Governor's Office, in order to minimize the spread of the COVID 19 virus, please do the following:

1. You are strongly encouraged to observe the live stream of the Human Resources Committee meeting via Zoom at <https://montereycty.zoom.us/j/95943966218>
2. If you do not have access to a computer, you may call into the meeting and participate by calling the following number: 1 669 900 6833 and entering the following meeting ID: 95943966218#
3. If you choose not to attend the Human Resources Committee meeting but wish to make a specific agenda comment on a, please submit your comments via email by 5:00 p.m. on Tuesday, May 11, 2021. Please submit your comments to Magy Kelada at keladam@co.monterey.ca.us and your comment will be placed into the record of the meeting.
4. If you are watching the live stream of the Human Resources Committee meeting and wish to make either a general public comment or to comment on a specific agenda item as it is being heard, please select the "raise hand" option on the Zoom screen, and your microphone will be unmuted so you can speak. To select the "raise hand" option, click on the 'participants' icon at the bottom of your Zoom screen, then click the "raise hand" icon next to your name.
5. If you attend the Human Resources Committee meeting in person, you will be required to maintain appropriate social distancing, specifically you must maintain a 6-foot distance between yourself and other individuals.

AVISO IMPORTANTE SOBRE COVID 19

Basado en la guía del Departamento de Salud Pública de California y la Oficina del Gobernador de California, para minimizar la propagación del virus COVID 19, haga lo siguiente:

1. Le recomendamos encarecidamente que observe la transmisión en vivo de la reunión del Comité de Recursos Humanos a través de Zoom en <https://montereycty.zoom.us/j/95943966218>
2. Si no tiene acceso a una computadora, puede llamar a la reunión y participar llamando al siguiente número: 1 669 900 6833 e ingresando la siguiente ID de la reunión: 95943966218#
3. Si elige no asistir a la reunión del Comité de Recursos Humanos pero desea hacer un comentario específico sobre la agenda, envíe sus comentarios por correo electrónico antes de las 5:00 p.m. el martes 11 de mayo de 2021. Envíe sus comentarios a Magy Kelada a keladam@co.monterey.ca.us y su comentario se incluirá en el registro de la reunión.
4. Si está viendo la transmisión en vivo de la reunión del Comité de Recursos Humanos y desea para hacer un comentario público general o para comentar un ítem específico de la agenda mientras se escucha, seleccione la opción "levantar la mano" en la pantalla Zoom y su micrófono sin silenciará para que pueda hablar. Para seleccionar la opción "levantar la mano", haga clic en el icono "participantes" en la parte inferior de la pantalla Zoom, luego haga clic en el icono "levantar la mano" al lado de su nombre.
5. Si asiste a la reunión del Comité de Recursos Humanos en persona, se le pedirá que mantenga un distanciamiento social apropiado, específicamente debe mantener una distancia de 6 pies entre usted y otras personas.

NOTE: All agenda titles related to numbered items are live web links. Click on the title to be directed to corresponding Committee Report.

PUBLIC COMMENT: Members of the public may address comments to the Committee concerning each agenda item. Timing of the public comment shall be at the discretion of the Chair.

Pursuant to Governor Newsom's Executive Order No. N-25-20, some or all Supervisors may participate in the meeting by telephone or video conference.

Call to Order

The meeting was called to order. Chair Askew and Supervisor Alejo on Zoom.

Additions and Corrections

There were no additions or corrections to the Agenda.

Public Comment Period

There were no public comments received.

Regular Agenda

Action Items:

1. Approve the Board of Supervisors Human Resources Committee Action Minutes of March 18, 2021.

The Board of Supervisors Human Resources Committee Action Minutes of March 18, 2021 approved by consensus.

Information Items:

2. Receive a presentation on return to worksite guidance (Irma Ramirez-Bough, Ariana Hurtado, Wendell Sells, Catherine Crusade).

The Director of Human Resources, Irma Ramirez-Bough, provided an introduction for the scheduled informational item involving the discussion on return to work— the topic which the Human Resources Department (HRD) has collaborated very closely on with the County Administrative Office, the office of County Counsel, and the Health Department over the past year. Ms. Ramirez-Bough introduced the team leading the presentation: Ariana Hurtado, Labor Relations Manager; Wendell Sells, Policy Manager/Management Analyst III; and Catharine Crusade, Employee Engagement Manager. Ms. Ramirez-Bough also introduced another present member of the panel: Andrew Miller, Safety Officer.

Ms. Hurtado led the presentation by reiterating that the Human Resources Department has actively worked on policies and safety protocols intended to safeguard the County's worksites against COVID-19, as well as a number of initiatives and resources to support employees and their families.

The policies and protocols implemented to protect employees in the workplace entail:

- All departments completed Worksite Safety plans that implement physical distancing, face covering requirement, monthly worksite inspections, use of signs and postings, and the availability of sanitization supplies

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- The development of COVID-19 testing processes
 - The offering of informational webinars and mandatory online training courses for County employees
 - The development of a self-screening phone application and COVID-19 contact tracing tool in collaboration with ITD
 - The creation of the Emergency Response Manual, which entailed the aforementioned safety protocols in addition to release time for COVID-19 vaccination

The resources that were made available in Sections 6,7, and 17 of the Emergency Resource Manual to support employees and their families entail:

- Alternative work schedule: including split schedule, early or late schedule, combination arrangements, or weekend work combination
- COVID-19 Full Time Equivalent (FTE) reduction, with no impact on step advancement eligibility date, seniority, and leave accrual rates as long as employees works at least 0.5 FTE
- Temporary telework option
- COVID-19 Supplemental Paid Sick Leave (SPSL) under Senate Bill (SB) 95

The Human Resources Department has also worked on compiling informational resources for County employees, including a listing of available childcare resources at the State- and local-level; the Employee Assistance Program (EAP), which offers confidential counseling assessment and referral services; and the Stress Management and Resilience Toolkit, which provides a list of online resources for managing and coping with COVID-19-induced stress.

Return to Work Site Guidance:

- Department Heads are encouraged to identify and evaluate the operational needs of their departments in terms of on-site staffing levels, and to align plans with forthcoming additional guidance from the Department of Public Health as well as Cal/OSHA requirements
- The Human Resources Labor Relations unit will meet and confer with employee groups as required regarding return-to-work site guidance

Wendell Sells, Policy Manager/Management Analyst III, provided an update regarding the ways in which the Human Resources Department has engaged the Family-Friendly Committee. Since December 2020, HRD has met with the Family-Friendly Committee comprised of various bargaining group representatives to identify and discuss family-friendly programs, policies, practices that the County can explore. Representatives of the bargaining groups were encouraged to confer with their memberships. Recent and on-going discussions pertaining to return to work site will assist in providing guidance and insight for consideration in regard to employees' priorities and concerns.

Catherine Crusade, Employee Engagement Manager, spoke of the coordination underway for a County-wide lunch-hour webinar for the week of June 7th with the opportunity to gather and address questions, and to share information with employees regarding the various aforementioned COVID-19 available resources.

New Business/Agenda Items for Future Meetings

- Receive an update on utilization data reports for the Employee Assistance Program (EAP)
- Receive an update on County-wide COVID-19 work site survey results
- Receive an update on the number of employees that utilized a reduced work schedule (FTE); alternative work schedule; and/or telework under the provisions of the Emergency Response Manual
- Receive information on the Family Friendly Committee
- Receive an update regarding Class and Compensation studies
- Receive an update on efforts for local recruitment
- Receive an update regarding trends involving County employees' retirement and resignation
- Discussion regarding the capacity to continue utilizing Zoom as an option for conducting future meetings in a hybrid-model

Adjournment

Meeting adjourned 10:58 AM.

Committee Members: Wendy Askew, District 4 Supervisor, Chair; Luis Alejo, District 1 Supervisor, Vice Chair

Committee Staff: Irma Ramirez-Bough, Director of Human Resources