



WEST VALLEY WATER DISTRICT
855 W. Base Line Road, Rialto, CA 92376
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HUMAN RESOURCES COMMITTEE MEETING
AGENDA

MONDAY, DECEMBER 12, 2022 - 6:00 PM

NOTICE IS HEREBY GIVEN that West Valley Water District has called a meeting of the Human Resources Committee to meet in the Administrative Conference Room, 855 W. Base Line Road, Rialto, CA 92376.

On March 4, 2020, Governor Newsom declared a State of Emergency resulting from the threat of COVID-19. On September 16, 2021, Governor Newsom signed Assembly Bill No. 361 into law. Assembly Bill No. 361 amends Government Code section 54953(e) by adding provisions for remote teleconferencing participation in meetings by members of a legislative body, without the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions. The West Valley Water District adopted a resolution determining, by majority vote, that, as a result of the declared State of Emergency, the District is adopting the State protocol which allows meetings in person and/or via teleconference. Accordingly, it has been determined that all Board and Workshop meetings of the West Valley Water District will be held pursuant to Assembly Bill No. 361, the Brown Act and will be conducted via teleconference and in person. Members of the public may listen and provide public comment via telephone by calling the following number and access code: Dial: (888) 475-4499, Access Code: 840-293-7790 or you may join the meeting using Zoom by clicking this link: <https://us02web.zoom.us/j/8402937790>. Public comment may also be submitted via email to administration@wvwd.org. If you require additional assistance, please contact administration@wvwd.org.

BOARD OF DIRECTORS

Director, Kelvin Moore, Chair
Director, Channing Hawkins

I. CALL TO ORDER

II. PUBLIC PARTICIPATION

The public may address the Board on matters within its jurisdiction. Speakers are requested to keep their comments to no more than three (3) minutes. However, the Board of Directors is prohibited by State Law to take action on items not included on the printed agenda.

III. DISCUSSION ITEMS

- a) Update to Human Resources Committee.
- b) Employee Survey.
- c) Consolidated Omnibus Budget Reconciliation Act (COBRA) Vendor Update. **Pg. 3.**
- d) Board Secretary – Status.
- e) Update on Employees on COVID-19 Leave.
- f) Update on Employees on FMLA and Medical Leave.
- g) Update on Liability Claims.
- h) Update on Workers Compensation Claims.
- i) Update on Recruitments.

IV. ADJOURN

DECLARATION OF POSTING:

I declare under penalty of perjury, that I am employed by the West Valley Water District and posted the foregoing Human Resources Committee Agenda at the District Offices on December 8, 2022.



Nancy Albitre, Acting Board Secretary



**BOARD OF DIRECTORS
HUMAN RESOURCES COMMITTEE
STAFF REPORT**

DATE: December 12, 2022
TO: Human Resources Committee
FROM: Van Jew, Acting General Manager
SUBJECT: CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT
(COBRA) VENDOR UPDATE

BACKGROUND:

The District is legally required to provide Consolidated Omnibus Budget Reconciliation Act (COBRA) coverage to employees that lose their job. The requirement is that the District provide continuity in coverage. The coverage under COBRA will be the same coverage the employee had while they were an employee. It avoids a lapse in coverage. COBRA can help those who need health coverage during the time between losing job-based coverage and beginning other health coverage. The affected person has 60 days to enroll in COBRA once the employer-sponsored benefits end. Coverage under COBRA starts the day the prior coverage ends. The District is required to send a notice with information about deadlines for enrollment.

DISCUSSION:

On March 10, 2011, the District secured the services through COBRA On Queue a vendor who generated the required COBRA notices to employees that no longer are employed by the District. In reviewing the plan, it was determined that the current platform being offered is outdated and its customer service was lacking. A recent inquiry made on the status of a few COBRA letters that were delayed in being generated took some time to receive a response, which was concerning due to the legal requirement to provide notice to employees. Staff discussed the need to consolidate and upgrade the platform with Keenan and Associates the District's current provider of ancillary benefits (i.e., long term disability, term life insurance and other portable products). Keenan secured the services through one of their subsidiaries - Building Blocks for Business. Building Blocks for Business provide the COBRA services and include with their service a Flexible Spending Account (FSA) for medical and childcare reimbursement component.

FISCAL IMPACT:

There is no fiscal impact. The amount to cover the cost of the service has been accounted in the 2022/23 FY budget.

STAFF RECOMMENDATION:

Forward this item to the Board of Directors for information only.

Respectfully Submitted,

Van Jew

Van Jew, Acting General Manager

VJ:hms