



WEST VALLEY WATER DISTRICT
855 W. Base Line Road, Rialto, CA 92376
PH: (909) 875-1804 FAX: (909) 875-1849

**HUMAN RESOURCES COMMITTEE MEETING
AGENDA**

WEDNESDAY, OCTOBER 9, 2024 - 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.

BOARD OF DIRECTORS

Director Kelvin Moore, Chair
President Gregory Young

Members of the public may attend the meeting in person at 855 W. Base Line Road, Rialto, CA 92376, or you may join the meeting using Zoom by clicking this link: <https://us02web.zoom.us/j/8402937790>. Public comment may be submitted via Zoom, by telephone by calling the following number and access code: Dial: (888) 475-4499, Access Code: 840-293-7790, or via email to administration@wvwd.org.

If you require additional assistance, please contact administration@wvwd.org.

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

1. Updates to the Human Resources Committee
2. Update on Employees on FMLA and Medical Leave
3. Update on Liability Claims
4. Update on Workers Compensation Claims
5. Update on Recruitments
6. IE Works Contract Renewal 2024/25.

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 October 3, 2024.

Elvia Dominguez

Elvia Dominguez, Board Secretary



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

DATE: October 9, 2024
TO: Human Resources Committee
FROM: Haydee Sainz, Human Resources and Risk Manager
SUBJECT: IE WORKS CONTRACT RENEWAL 2024/25

BACKGROUND:

Since 2021, the District has participated in the Jewish Vocational and Career Counseling Service ("JVS"), a non-sectarian 501(c)(3) non-profit organization with respect to the IE Works Skilled Trades Internship Program. This program provides the opportunity for field instruction for students to integrate theory learned in the classroom and apply it in a professional setting while receiving the support of experienced staff. Since the inception of the program staff has provided the necessary training to twelve interns that successfully completed the training program. Three have been hired as Assistant Water System Operators and are gainfully employed. This is an example of the success this program which connects our skilled professionals with our communities to assist in the training of the next generation of water industry professionals.

DISCUSSION:

The program's purpose is to prepare individuals for careers in the Water Technology Industry. The internship program provides students to apply the classroom knowledge and gain hands on experience over a 12-week work program. Practical knowledge is gained through coursework completed at San Bernardino Vocational College and it is put into immediate use during the internship program. Interns will rotate through various departments to gain a better understanding of each of the responsibilities necessary to operate and maintain them. The program rotates them through the Water Maintenance, Meters, Water Treatment, Production and Water Quality Divisions.

Interns are expected to meet and follow West Valley Water District's rules and policies. Supervision is provided throughout the internship program. Supervisors evaluate the student's progress throughout the twelve (12) week program and certificates of completion are presented to interns once they complete the program.

JVS, provided the IE Works 2024/25 Skilled Trades Internship Program agreement, which is attached as Exhibit "A".

FISCAL IMPACT:

Funds for the program are budgeted for FY 2024/25 in the amount not to exceed \$50,000 to cover

the cost of the program, which is two thirds (2/3) of the hourly rate plus the membership cost.

STAFF RECOMMENDATION:

Staff recommends that this item be submitted for Committee consideration and forwarded to the Board of Directors to approve and adopt the IE Works 2024/25 Skilled Trades Internship Program Agreement; and authorize the General Manager to execute all necessary documents.

ATTACHMENT(S):

1. JVS WVWD Internship MOU 2024-25 FINAL

**Memorandum of Understanding Between
West Valley Water District and
Jewish Vocational and Career Counseling Service**

The purpose of this Memorandum of Understanding ("MOU") is to describe the responsibilities of West Valley Water District, a California special district ("Employer"), and Jewish Vocational and Career Counseling Service ("JVS"), a non-sectarian 501(c)(3) non-profit organization with respect to the IEWorks 2024-25 Skilled Trades Internship Program ("Program").

JVS and Employer agree to participate in the IEWorks 2024-25 Skilled Internship Program, the purpose of which is to offer students ("Interns") from community college trades programs a paid Internship with IEWorks signatory agencies. This program is designed to provide opportunities to enhance their classroom learning by obtaining practical real-world work experience at a water agency.

I. Employer agrees to do the following:

- A) Provide a primary point of contact for the Program as outlined above.
- B) Interview internship candidates or otherwise provide input to JVS on the selection of applicants before being assigned to the agency
- C) Provide worksites and supervision for hands-on, paid internship experience for up to six (6) Intern(s) at locations it deems appropriate.
- D) **Employer** will be responsible for signing off on timesheets from the third-party employer of record, Signature Staffing Resources. Signature Staffing Resources will pay the interns at the agreed upon rate, cover worker's comp, and handle all of the necessary taxes and employer reporting.
- E) **Employer** will reimburse JVS **66.67%** of wages paid to the Intern(s) at **\$21.61/hr.** for a maximum of 30 hours/week so long as they remain employed. See Attachment A for details. This MOU shall not constitute a guarantee of employment for Interns through the End Date identified in Attachment A.
- F) Provide staff member(s) to serve as a supervisor for each Intern for the duration of the Program. An on-site supervisor(s) will be designated by **Employer** and will serve as a liaison between JVS and **Employer**.
- G) Promptly contact JVS if there are performance concerns about an Intern that jeopardizes the Internship placement or other serious concerns.
- H) Train, control, manage, and supervise each Intern during the duration of the Program
- I) Take all reasonable measures to ensure a safe worksite for the Intern(s) during the internship
- J) At the completion of each internship, submit an IEWorks Intern Evaluation Form, supplied by JVS.
- K) Participate in coordination, planning, and review meetings.
- L) Provide an estimate of In-Kind costs for supporting an intern in terms of planning, training, and supervision of an intern for 12 weeks.
- M) Promptly provide JVS with information about the status of each Intern at the conclusion of the scheduled internship, including an employment 'verification form' if any Intern is retained for regular employment.

II. JVS agrees to do the following:

- A) Provide third party employer of record services through Signature Staffing Resources to cover all wages and administrative costs.
- B) Invoice the Employer for **66.67%** of all wages paid to the employee during the internship period.
- C) Provide a primary point of contact to coordinate all aspects of the Program described above including outreach, matching Interns with agencies, provide follow up services, and Program evaluation.
- D) Recruit, screen and refer to the employer for interviews Intern candidates who meet that criterion that **Employer** and JVS establishes.

III. All parties agree to the following:

- A) Participate in a joint meeting to discuss lessons learned after the Intern completes the internship at **Employer**.
- B) Defend, indemnify and hold the other party, its directors, officers, employees, volunteers and agents harmless from and against any and all liability, loss, expense (including reasonable attorneys' fees), or claims for injury or damages arising out of the indemnifying party's performance of this MOU but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of the indemnifying party its directors, officers, employees, volunteers and agents.

IV. Miscellaneous

- A) This MOU may be terminated by either party with 30 days' notice in writing of the intent to terminate. **This agreement shall begin on October 17, 2024, and shall continue through June 30, 2025.**
- B) The maximum amount of wages subsidized by JVS shall not exceed \$20,000.

We, the undersigned, agree to fulfill our responsibilities as detailed in this MOU.

West Valley Water District

JVS

Signed: _____

Signed: _____

Print Title: John Thiel

Print Name: Kathryn Beeley

Title: General Manager

Title: Chief Operating Officer

Date: _____

Date: _____

Attachment A

2024-25 Skilled Trades Internship Program

Internship Assignment Description

Intern 1 Name: TBD

Best Contact Info:

Agency Name: West Valley Water District

Best Contact Info:

Agency Point of Contact:

Best Contact Info:

Supervisor:

JVS Point of Contact: Scott Goodell

sgoodell@jvs.org, (415) 802-5576

Brief description of Internship assignment (ex. duties):

The internship program is designed to provide hands on, on-the-job training to facilitate the learning process and to further assists individuals with entering into the public water utility profession. Interns will take part in key learning objectives within operational departments including: Distribution, Meters, Production, Treatment, and Quality. Under close supervision by the Department Supervisor and/or designated employee, Interns will complete a variety of tasks throughout the District to gain knowledge, skills, and abilities in the proper operation and maintenance of a water facility.

Primary location of Internship assignment: Rialto

Other locations of Internship assignment (if needed):

Term of Internship: 12 weeks

Internship Start Date:

Internship End Date:

ATTACHMENT "A"

Internship Schedule:

Hours per week (max 30 hrs.):

Wage: \$21.61/hr.

Employer of Record: Signature Staffing

Additional information:

Attachment A

2024-25 Skilled Trades Internship Program

Internship Assignment Description

Intern 2 Name: TBD

Agency Name: West Valley Water District

Agency Point of Contact:

Supervisor: Same as above

JVS Point of Contact: Scott Goodell

Best Contact Info:

Best Contact Info:

Brief description of Internship assignment (ex. duties):

The internship program is designed to provide hands on, on-the-job training to facilitate the learning process and to further assists individuals with entering into the public water utility profession. Interns will take part in key learning objectives within operational departments including: Distribution, Meters, Production, Treatment, and Quality. Under close supervision by the Department Supervisor and/or designated employee, Interns will complete a variety of tasks throughout the District to gain knowledge, skills, and abilities in the proper operation and maintenance of a water facility.

ATTACHMENT "A"

Other locations of Internship assignment
(if needed)

Primary location of Internship assignment: Rialto

Term of Internship: 12 weeks

Internship Start Date:

Internship End Date:

Internship Schedule:

Hours per week (max 30 hrs.):

Wage: \$21.61/hr.

Employer of Record: Signature Staffing

Additional information:

Attachment A

2024-25 Skilled Trades Internship Program

Internship Assignment Description

Intern 3 Name: TBD

Agency Name: West Valley Water District

Agency Point of Contact:

Best Contact Info:

Supervisor: Same as above

JVS Point of Contact: Scott Goodell

Best Contact Info:

Brief description of Internship assignment (ex. duties):

The internship program is designed to provide hands on, on-the-job training to facilitate the learning process and to further assists individuals with entering into the public water utility profession. Interns will take part in key learning objectives within operational departments including: Distribution, Meters, Production, Treatment, and Quality. Under close supervision by the Department Supervisor and/or designated employee, Interns will complete a variety of tasks throughout the District to gain knowledge, skills, and abilities in the proper operation and maintenance of a water facility.

ATTACHMENT "A"

Primary location of Internship assignment: Rialto

Term of Internship: 12 weeks

Primary location of Internship assignment: Rialto

Internship Start Date:

Internship End Date:

Internship Schedule:

Hours per week (max 30 hrs.):

Wage: \$21.61/hr.

Employer of Record: Signature Staffing

Additional information: