



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**

MONDAY, AUGUST 14, 2023 - 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
Director Channing Hawkins**

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
 - a. Employment Liability Insurance Coverage
 - b. Selection of Recruitment Firm - Assistant General Manager
 - c. Employee Development Programs
 - d. Organizational Assessment
 - e. Implementation of an Employee of the Month program
 - f. IEWorks - Presentation to the Board of Directors and approval of contract
2. Update on Employees on COVID-19 Leave
3. Update on Employees on FMLA and Medical Leave
4. Update on Liability Claims
5. Update on Workers Compensation Claims
6. Update on Recruitments
7. IE Works Contract Renewal 2022/23.

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 August 10, 2023.

Elvia Dominguez

Elvia Dominguez, Board Secretary



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

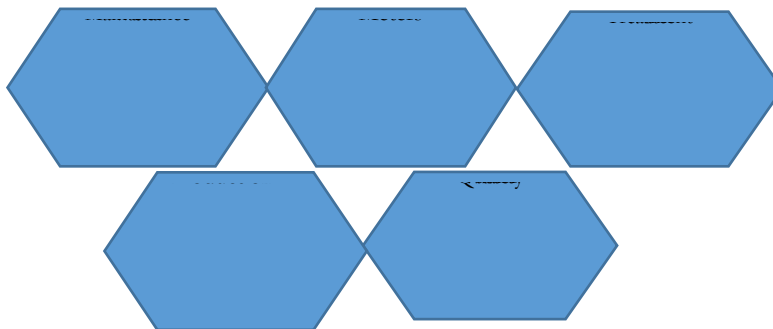
DATE: August 14, 2023
TO: Human Resources Committee
FROM: John Thiel, General Manager
SUBJECT: IE WORKS CONTRACT RENEWAL 2022/23

BACKGROUND:

Since FY 2021/22 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 2022 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. The launching of this program was a success. The District has participated in the program for a second year. Last year staff provided the necessary training to three interns that successfully completed the training program. The District has hired two participants of the program. This is an example of the success this program provides by providing the services that can only be provided in our communities when skilled professionals 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 opportunity provides for 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.



Interns are expected to meet and follow West Valley Water District's rules, policies, and procedures. Supervision is provided throughout 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 2023 Skilled Trades Internship Program agreement, which is attached as Exhibit "A".

FISCAL IMPACT:

Funds for the program are budgeted for FY 2023/24 in the amount of \$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 referring the item to the Board of Directors to authorize entering into a contract with IE Works for FY 2023/24 for an amount not to exceed \$50,000 for the internship program for up to three (3) interns.

Respectfully Submitted,

John Thiel

John Thiel, General Manager

JT:hs

ATTACHMENT(S):

1. IEWorks Internship MOU

**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 ("District"), and Jewish Vocational and Career Counseling Service ("JVS"), a non-sectarian 501(c)(3) non-profit organization with respect to the IEWorks 2023 Skilled Trades Internship Program ("Program").

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

I. District 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 District.
- C) Provide worksites and supervision for hands-on, paid internship experience for the Intern(s) at locations it deems appropriate.
- D) District will be responsible for signing off on timesheets from the third party employer of record, Signature Staffing Resources ("Third Party Employer"). JVS shall be responsible for performance of all obligations of Third Party Employer under this MOU. JVS/Third Party Employer will pay the Interns at the agreed upon rate, cover worker's comp, and handle all of the necessary taxes and employer reporting. District will not provide salary, fringe benefits, including health insurance, holidays, paid vacation, workers comp or any other employee benefit.
- E) District will reimburse JVS **66.67%** of wages paid to the Intern(s) at \$19.42/hr. for a maximum of 30 hours/week so long as they remain assigned to District. See Attachment A for details. This MOU shall not constitute a guarantee that Interns will stay assigned to District through the End Date identified in Attachment A. District has the authority to terminate an assignment with or without cause at any time. Nothing in this MOU shall be deemed to be an offer or guarantee of future employment with District.
- 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 District and will serve as a liaison between JVS and District.
- 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) Provide JVS with feedback from internship supervisor during the internship to inform JVS of the progress of the intern
- K) Participate in coordination, planning, and review meetings.
- L) 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 Third Party Employer to cover all wages and administrative costs.
- B) Invoice the District for **66.67%** of all wages paid to the Intern 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 District, provide follow up services, and Program evaluation.
- D) Recruit, screen and refer to District for interviews Intern candidates who meet that criteria that District and JVS establish.
- E) Develop an evaluation tool with input from District, which will be used to assess the Interns' experiences. JVS will also request feedback from District to learn how to improve its collaboration with water agencies.

III. All parties agree to the following:

- A) Participate in a joint meeting to discuss lessons learned after the Intern completes the internship at District.
- 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 _____, 2023 and shall continue through _____ .**

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
2021 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:

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

JVS Point of Contact: Scott Goodell

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:

Internship Schedule:

Hours per week (max 30 hrs):

Wage: \$19.42/hr

Employer of Record: Signature Staffing

Additional information:

Attachment A
2021 Skilled Trades Internship Program

Internship Assignment Description

Intern 2 Name: TBD Best Contact Info:

Agency Name: West Valley Water District

Agency Point of Contact: Best Contact Info:

Supervisor: Same as above Best Contact Info:

JVS Point of Contact: Scott Goodell

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:

Internship Schedule:

Hours per week (max 30 hrs):

Wage: \$19.42/hr

Employer of Record: Signature Staffing

Additional information:

Attachment A
2021 Skilled Trades Internship Program
Internship Assignment Description

Intern 3 Name: TBD Best Contact Info:
Agency Name: West Valley Water District
Agency Point of Contact: Best Contact Info:
Supervisor: Same as above Best Contact Info:
JVS Point of Contact: Scott Goodell
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

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: \$19.42/hr

Employer of Record: Signature Staffing

Additional information: