

LAKE ARROWHEAD COMMUNITY SERVICES DISTRICT

MEMORANDUM

DATE: APRIL 23, 2019

TO: BOARD OF DIRECTORS
Lake Arrowhead Community Services District

FROM: 
NATALIE POTTER, Human Resources Manager


CATHERINE CERRI, General Manager

SUBJECT: HUMAN RESOURCES MANAGER'S 1ST QUARTER
REPORT

A. RECOMMENDATION

This is an information item only.

B. REASON FOR RECOMMENDATION

This is an information item only.

C. BACKGROUND INFORMATION

This report presents a brief overview of Lake Arrowhead Community Services District (LACSD) Human Resources (HR) Department 4th quarter.

The responsibilities of the HR department include support to the District's staff, maximizing employer-employee relationships, and ensuring the application of District policies in a fair and legal manner. In coordination with Operations and Field Operations, HR is also responsible for safety, risk and emergency preparedness.

Summary of Significant Items:

Employee Relations – During the 1st quarter, Administration and Human Resources coordinated a Staff Recognition Lunch to extend the District's appreciation for the amazing work done by each employee. This event focused on communication and team building. Staff took part in a salsa contest that lifted and encouraged.

Training and Development – Operations, Field Operations and Meter staff attended a training on the Manual on Uniform Traffic Control Devices (MUTCD). The class included a hands-on training as well as team building activities. Training consisted of traffic control procedures including how to move vehicles and pedestrians safely and expeditiously through or around temporary traffic control zones while protecting onsite workers and equipment.

Senate Bill 1343 requires covered employers to provide at least two hours of sexual harassment prevention training and education to all supervisory employees and at least one hour of such training to all non-supervisory employees in California by January 1, 2020. Training and education must be provided once every two years thereafter, as specified under this law. The District conducted harassment and discrimination training with all staff to meet this requirement.

Human Resources aided Customer Service and Field Operations in coordinating a cross training program for Field Operations Workers and Meter Technicians. This program allows for staff to collaborate and teach each other as needed, take initiative and draw on collective skills to achieve the departments goals.

Recruitment – The District is fully staffed.

Risk Management - Human Resources conducted the District's annual audit of OSHA required trainings and transitioned the current California Sanitation Risk Management Authority (CSRMA) online safety trainings to a robust and efficient training, scheduling and tracking online safety platform called Target Solutions through CSRMA.

Assisted Administration with records retention project archiving board agendas.

HR is presently administering the general, crime, auto, workers compensation and property liability insurance for the District. The District received a dividend declaration from CSRMA for \$45,070.00. Dividends reflect favorable results from previous program years with CSRMA.

HR continues working with CSRMA on the upcoming renewals effective July 1, 2019 and is evaluating the market. Trend for our upcoming CSRMA Pooled

Liability program renewal is a 5% increase. The property insurance program may have an increase of 15% due to rates increasing and tighter underwriting guidelines. The Worker's Compensation Ex Mod for 2019-20 is .84 which is a decrease of .30 from fiscal year (FY) 2018-19. We are expecting a five to ten percent increase in addition to the exmod calculation. The District is continuing efforts on current claims that are on track to being settled as well as conducting internal job hazard analysis.

Employee Benefits and Wellness – The District is continuing its dependent audit efforts with a third-party administrator. As part of our commitment to controlling healthcare costs, this process will ensure that only eligible dependents are participating in the District's health care plans. A Dependent Audit ensures that each dependent enrolled in the health care plans is accurately listed and eligible for coverage.

D. FISCAL IMPACT

There is no fiscal impact at this time.

E. ENVIRONMENTAL IMPACT

There is no environmental impact at this time.

F. ATTACHMENTS

None