

MINUTES

FORTY-NINER SHOPS, INC.

PERSONNEL COMMITTEE

February 19, 2021

Members Present: Mr. Jeremy Harris – Chair Mr. Scott Apel
Ms. Maythe Alderete Gonzalez

Staff Present: Mr. Robert de Wit, Interim General Manager/CEO, Controller
Ms. Rosa Hernandez, Human Resources Director
Ms. Sandra Ramirez, Payroll Officer
Ms. Marianne Russo, Executive Secretary

A. Call to Order:

The meeting was called to order at 9:03 a.m. by Chair, Mr. Jeremy Harris

B. Approval of the Agenda: February 19, 2021

Motion to accept the Agenda as presented.

M/S Mr. Apel / Ms. Gonzalez

By acclamation, the Agenda for the meeting of February 19, 2021 was hereby approved.

C. Approval of Minutes: October 16, 2020

Motion to accept the Minutes as presented.

M/S Mr. Apel / Ms. Gonzalez

By acclamation, the minutes of October 16, 2020 were hereby approved as presented.

D. Review of Human Resources Policy:

- Ms. Hernandez presented and reviewed the Human Resources Policy updates from the past year for discussion.
 1. Wage and Salary Plan – Ms. Hernandez reviewed the proposed salary schedules that went into effect on January 1st, 2021.
 - The Shops adjusted and revised salary ranges to not only align with the minimum wage increases but also consolidated and streamlined the current position titles and grade placements to better organize them moving forward.
 - An employee evaluation process was rolled out that was similar to the General Manager’s evaluation for our management staff.
 - Employees were given evaluation training to establish this process and provide a foundation for this procedure in the future.

- The only pending item currently for this would be regarding the General Manager/CEO evaluation review.
 - While Mr. de Wit submitted this evaluation review documentation back in March 2020, the process was interrupted due to the pandemic.
 - Mr. Harris would like to make this a priority to get completed and will discuss the next steps for getting this process back on track directly with Mr. Apel as the Board Chair.
- 2. Compensation Strategy Impact
 - Last year, the Personnel Committee and Board members voted to eliminate the incentive plan.
 - The Shops will need to reassess the current employee compensation strategy as the incentive plan was one aspect of a three-part total compensation package that also includes benefits and base pay that could present future effects on retainment.
 - Mr. de Wit explained that as part of our traditional budget process, we would contact the University to make sure the organization was aligning with any annual salary increases, however, with the ongoing pandemic situation there are too many unknowns to discuss compensation for this year.
 - Mr. de Wit shared that the Shops are currently in the midst of a Shared Services review where the campus has engaged a consulting firm to assess the auxiliary departments in terms of the Accounting, IT, Human Resources and the Print Shop to determine if there was an economy of scale or a better way to provide these kinds of support services.
 - Moving forward, the committee decided to discuss the future of the Shops compensation strategy and next steps more in depth at the committee's fall semester meeting taking into consideration the Shops financial outlook at that time.
- 3. Medical Benefit Highlights
 - The Shops currently work with Alliant and the insurance companies through the CSURMA AORMA Benefits Program to help secure our benefit options along with working and verifying these options against other auxiliary organizations.
 - These benefits include medical, vision, and dental insurance along with life insurance and an employee assistance program.
 - New benefits to our program for this year include Sage Financial that takes a holistic and wellness approach to financial management along with Talkspace which is a mental health digital platform for employees and their families to utilize.
 - When it comes to next year's rates, those will most likely be influenced by the current pandemic situation, however, she is not sure in which way that effect will manifest in terms to of increases or possible decreases.
 - Ms. Hernandez reviewed the new 2021 rates for Open Enrollment that includes the following:
 - A -1.9% decrease in our premium for Anthem and Kaiser Plans
 - A -3.5% decrease in the premium for the Delta Dental PPO

- A rate pass for the Hartford insurance package which includes life, short-term and long-term disability insurance.
- 4. Vacation and Sick Leave Policies: No changes to report
- 5. Employee Handbook:
 - The following updates to the Employee Handbook were reviewed:
 - A new Privacy Disclosure Notification
 - Reporting “off the clock” work requests
 - Updates to the Leave of Absence policy and procedure:
 - The California Family Rights Act (CFRA) has been expanded to add additional family members.
 - On the Crime Victims Leave there was a change made to the documentation requirements.
 - Similar to the Family & Medical Leave Act (FMLA), the Military Contingency Leave allows for a leave of absence for a qualifying exigency.
 - As part of this revision process, an annual training is given to all management and supervisory staff to discuss these edits more in detail while providing reminders to our employees about other important topics like the Whistleblower policy, Sexual Harassment policy and Title IX clarification.
- 6. Injury and Illness Prevention Program
 - After a CSU audit a few years back, the Human Resources staff made significant revisions to the Injury Illness Prevention Program (IIPP) to make this into a more comprehensive safety program.
 - We have continued to formalize the role of our current Risk Management Steering Committee who help oversee and direct any needed updates to our processes and tools for safety inspections and location audits, the Driver Safety Program which includes In-person Cart Training along with the Shops Accident Reporting and Investigation Process.
- 7. COVID-19 Administration
 - With the onset of the pandemic that started last year, the Shops put together a comprehensive COVID-19 Preparation Plan that aligned with the City of Long Beach and campus efforts that included the following:
 - Providing guidance to staff about filling out the Covid Symptom Survey in order to work on campus.
 - Implementing physical mitigation measures to ensure health and safety such as plexiglass barriers, providing masks, and expanding cleaning and janitorial services along with organizing telecommuting arrangements and relocating office space as needed to support social distancing.
 - Our Risk Management Committee put into place departmental Cleaning and Disinfecting Plans as well as a process for mitigation reviews and corrective audits of these documents.
 - Ms. Hernandez along with the Human Resources staff have received certification and training along with organizing and providing COVID-19 management and employee training.

- Additionally, we have increased employee communication to align with campus messaging regarding any new information about prevention, mitigation efforts, updated campus and City regulations along with needed staff exposure notifications.
 - As it pertains to the HR Covid-19 Exposure notification emails, Mr. Harris and Ms. Hernandez have decided to forego including the Board on every email and instead include this information during our Risk Management presentation later in the year.
 - Ms. Hernandez explained that the Shops have updated and included all of this information on the Human Resources and Risk Management websites which also contains all of our Covid safety and prevention documentation.

8. EEOC Report

- Ms. Hernandez reviewed the updated EEOC report for our 143 Shops employees that was completed in December 2020.

9. Current Organization Charts

- As included in the documentation provided, Ms. Hernandez reviewed that the Org Charts have been updated to reflect higher level changes that started with the resignation of two of our Directors last February and filtered into the layoff that occurred last year due to the pandemic crisis.

Motion to approve the review and updates to the Human Resources Policy as presented.

M/S Mr. Apel / Mr. Harris

By acclamation the Human Resources Policy review was hereby approved.

E. DISCUSSION

- CalPERS Audit
 - Mr. de Wit reported that we have engaged an attorney but have not received any new information on this ongoing audit process.
- Management Retirements & Recruitments
 - The Shops have a few senior level employees who will be looking to retire at the end of this year with himself included in that discussion.
 - At this time we do not have any definitive plans on how to replace these positions especially since we are currently in the middle of the campus' Shared Services project.
 - Mr. de Wit advised that we should start the discussion to define the support needed for the recruitment process to fill these positions over the next few months which could include updated position titles and new roles moving forward.

F. Adjournment

There being no further business, the meeting was adjourned at 8:59 a.m.