

MINUTES

FORTY-NINER SHOPS, INC.

PERSONNEL COMMITTEE

February 18, 2022

Members Present: Mr. Jeremy Harris – Chair
Mr. Jesus Gonzalez
Mr. Scott Apel
Mr. John Barcelona

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

Guests: Mr. Miles Nevin, Executive Director of Associated Students, Inc.
Mr. Jordan Eres, Asst. Director Human Resources of Associated Students, Inc.

A. Call to Order:

The meeting was called to order at 9:05 a.m. by Chair, Mr. Jeremy Harris

B. Approval of the Agenda: February 18, 2022

Motion to accept the Agenda as presented.

M/S Mr. Apel / Mr. Harris

By acclamation, the Agenda for the meeting of February 18, 2022 was hereby approved.

C. Approval of Minutes: October 15, 2021

Motion to accept the Minutes as presented.

M/S Mr. Apel / Ms. Gonzalez

By acclamation, the minutes of October 15, 2021 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
 - As part of this plan, salary ranges were adjusted and revised to not only align with the minimum wage increases but also to better consolidate positions and streamline salary grade placement moving forward.
 - The Employee Evaluation Process would be conducted again through the upcoming spring semester
 - This process would be very similar to what had been conducted in 2020 and training sessions for Management staff is scheduled to start the week of February 21st.

2. Compensation Strategy Impact
 - The Personnel Committee and Board members voted to eliminate the 49er Shops Incentive Plan in 2020.
 - By eliminating this, Ms. Hernandez discussed that the compensation strategy would need to be re-evaluated for the entire organization and especially for the management staff who were most impacted by this decision.
 - Employee Compensation Review
 - The Shops had planned to do a full Compensation Analysis this year but with the ongoing pandemic and Shared Services discussions this review had been pushed to next year.
 - An AOA Compensation Study recently been completed in 2021, highlighted some discrepancies in compensation for our dining employees which are currently being addressed.
 - Shared Services Review – In Progress
 - The campus was in the last stages of the Shared Services review project conducted last year which may affect our organization in the future.
 - Define the Annual Salary Increase Process
 - The annual salary increase has been determined in the past by either aligning with what the University would be providing their staff or through a decision made by the Board Chair.
 - Moving forward, Mr. Apel has indicated that a more defined process and procedure should be detailed as part of this Compensation Strategy.
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.
 - Ms. Hernandez reviewed the new 2022 rates for Open Enrollment:
 - An -8.8% decrease in our premium for Anthem and Kaiser Plans
 - A -3.8% decrease in the premium for the Delta Dental PPO
 - A rate pass for Delta Dental HMO insurance, VSP Vision Insurance and the Hartford insurance package which includes life, short-term and long-term disability insurance.
 - Employee Contributions
 - A few years prior, there had been discussions about capping the amount the Shops would pay for these insurance premiums as rates at that time were increasing year over year.
 - Over the past few years these rates have decreased overall, however, if they do begin to rise again another discussion may need to be had about what the appropriate Employer Contribution amount should be for this process.

4. Vacation and Sick Leave Policies: No changes to report
5. Employee Handbook:
 - The following updates to the Employee Handbook were reviewed:
 - CSU Vaccination Policy Language was updated aligning with what the campus has already approved.
 - Updates to the Leave of Absence policy and procedure:
 - The California Family Rights Act (CFRA) has been expanded to include additional family members.
6. Injury and Illness Prevention Program
 - The Injury Illness Prevention Program (IIPP) is our comprehensive safety program which includes the following information:
 - Hazard identification and mitigation covering an extensive multi-disciplinary employee training process
 - Accident reporting and investigations
 - The Shops has recently transitioned from MedPost Urgent Care to Memorial Occupation Medical Services (MOMS) as the provider for all of our accident and workers compensation support moving forward.
 - Regulatory compliance with CalOSHA, Long Beach Health Department, University Police and the California Department of Alcohol Beverage Control.
7. COVID-19 Administration
 - When it comes to our Covid-19 Preparation Plan, there were two recent updates that had been included to this documentation:
 - Student Employee Exposure Impact:
 - As the campus has returned to on-campus instruction, our student staff have been receiving exposure notifications from being in certain campus classrooms/buildings.
 - ❖ Our Human Resources Staff have been working with the Student Health Center on getting guidelines for these levels of exposure along with the assigned recommended quarantines that may go along with these exposures.
 - These notifications have led to a high number of quarantine levels in the past few weeks which have negatively impacted staff support levels for many of our Shops locations.
 - California Supplemental Pay Impact:
 - This is a newly updated order from the State of California that would be re-instating the Supplemental Pay Leave retroactive to January 1st, 2022.
 - ❖ Under this new order an employee would be entitled to 40 hours of sick pay if they are diagnosed with Covid and an additional 40 hours if they had been exposed to Covid and would need to quarantine.

- This additional sick time pay had not been allocated to the Shops budget and may have a serious financial impact moving forward.

8. EEOC Report

- Ms. Hernandez reviewed the updated EEOC report for our 186 Shops employees that was completed in December 2021.

9. Current Organization Charts

- The current Organizational Charts were sent to the committee members and haven't seen any significant changes over the past year except for one division that would be discussed in more detail when the committee went into Closed Session.

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

M/S Mr. Apel / Mr. Gonzalez

By acclamation the Human Resources Policy review was hereby approved.

E. Discussion

- Management Retirements & Recruitments
 - Mr. de Wit discussed that with Shared Services project, he and Mr. Apel were starting the process for the recruitment of a new Chief Financial Officer as Mr. de Wit is scheduled to retire at the end of the spring semester.

F. Closed Session

- While discussions occurred during this closed session, no action was taken at this time.

G. Adjournment

There being no further business, the meeting was adjourned at 9:42 a.m.