

MINUTES

FORTY-NINER SHOPS, INC.

PERSONNEL COMMITTEE

February 17, 2023

Members Present: Mr. Jeremy Harris – Chair Mr. Scott Apel
Ms. Diamond Byrd

Staff Present: Dr. Miles Nevin, Executive Director
Ms. Rosa Hernandez, Associate Executive Director of Administrative Services
Mr. Gordon Copley, Chief Financial Officer
Ms. Marianne Russo, Board Administrator
Ms. Yvonne Bermudez, Human Resources Generalist

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 17, 2023

Motion to accept the Agenda as presented.

M/S Mr. Apel / Ms. Byrd

By acclamation, the Agenda for the meeting of February 17, 2023, was hereby approved.

C. Approval of Minutes: February 11, 2022

Motion to accept the Minutes as presented.

M/S Mr. Apel / Ms. Byrd

By acclamation, the minutes of February 11, 2022, 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.
 - She started her presentation by letting the committee members know that over the past year, she and her staff have been building a more dynamic digital human resources infrastructure with many of these resources readily available online including:
 - Tools for Employees
 - Employee Handbook
 - Frequently used HR Forms
 - Reporting Tools for Employee and Customer Accidents
 - Risk Management resources such as the Injury Illness Prevention Program, Covid-19 Prevention Program and Departmental Cleaning Protocols

1. Wage and Salary Plan

- Over the past year, salary ranges were reviewed and adjusted 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 this spring semester starting with training in late March.
 - Our Human Resources staff would be reviewing the 49er Shops Employee Evaluation processes and documentation moving forward to align them more consistently between the Shops and ASI.
 - Additionally, Ms. Hernandez plans to discuss the Evaluation process for the Executive Director during Closed Session later to review how this would be impacted with Dr. Nevin overseeing the 49er Shops and Associated Students.

2. Compensation Strategy Impact

- The Shops are planning to do a full Compensation Analysis later this year similar to what had been with Employers Group back in 2017.
 - These reviews are typically done every 3 years, however, this process was delayed with the recent pandemic.
 - ❖ One specific area that will need to be re-evaluated is with our culinary staff as there have been significant challenges in hiring Cook, Stewards and Kitchen staff since the pandemic and continues to be an ongoing issue seen throughout the industry.
 - Ms. Hernandez is the current Chair for the AOA Human Resources Committee which provides additional Compensation Study information which has been a resource for the 49er Shops.
- Shared Services Staffing Update
 - The Shared Services project has been going well for the Human Resources departments and Risk Management teams.
 - ❖ There are some proposed office location moves for the current HR staff of both organizations which should provide further support for the teams on the whole.
- Projections for Annual Salary Increases
 - Moving forward, the Senior Leadership Team will review the budget and employee evaluation processes to help better define what annual salary increases will look like for our staff in the coming years.

3. Medical Benefit Highlights

- The Shops medical benefits and insurance programs are pooled with other auxiliary departments under the Cal State University Risk Management Authority (CSURMA) and Auxiliary Organizations Risk Management Alliance (AORMA).
 - Ms. Hernandez and Ms. Bermudez sit on the Benefits Committee which helps to negotiate plans and rates on behalf of all auxiliaries within their membership.
 - ❖ These benefits include medical, vision and dental insurance along with life insurance and employee assistance programs.
- Ms. Hernandez reviewed the new 2023 rates for Open Enrollment effective on January 1, 2023:

- An +9.7% decrease in our premium for Anthem and Kaiser Plans
- A -1.7 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.

4. Employee Handbook:

- The following updates were reviewed to the Employee Handbook for 2023:
 - A revision to the Welcome from Dr. Nevin as the Executive Director.
 - The Shops added “reproductive health decision-making” as a protected class as part of Equal Employment Opportunity
 - A California Law was passed requiring employers to be more transparent in their salary determination and pay so the Shops have added this language to our job postings.
 - Added context for exclusions on our Employee Discount program.
 - Revised the language for our Dress Code to allow the wearing of blue jeans.
 - Expanded the language on the sections regarding “Consensual Romantic” relationships.
 - For the Bereavement Leave, updated language to reflect that this benefit has been increased to 5 days.
 - Added language for “designated individual” under the section for Extended Medical Leave

5. Injury and Illness Prevention Program

- The Injury Illness Prevention Program (IIPP) is our comprehensive safety program document and includes the following information:
 - Hazard identification and mitigation covering an extensive multi-disciplinary employee training process
 - Accident reporting and investigations
 - Regulatory compliance with CalOSHA, Long Beach Health Department, University Police and the California Department of Alcohol Beverage Control.

6. COVID-19 Administration

- Ms. Hernandez reviewed the COVID-19 Preparation Plan which is consistently updated on a regular basis with new information from CalOSHA, the CDC and LA County and contains the following information:
 - COVID-19 Symptom Survey
 - Physical Measures
 - Our COVID-19 Inspections and Location Audits
 - Corrective Audits and Mitigation Reviews that are a part of our Risk Management Committee
 - Employee Training, Manager Training and Human Resources Certifications & Training
 - Increased employee communication and alignment with campus messaging
 - Student Employee Exposure Impact
 - California Supplemental Pay Impact

7. EEOC Report
 - The 49er Shops updated the EEOC report for our 340 Shops employees back in December 2022.
8. Current Organization Charts
 - The current Organizational Charts were reviewed for the Corporate level which included the Shared Services model along with all divisions of the Shops.

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

M/S Ms. Byrd / Mr. Apel

By acclamation the Human Resources Policy review was hereby approved.

E. Closed Session

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

F. Discussion

- Shared Services Update
 - Dr. Nevin discussed that the organizations collectively have made greater progress surpassing where we had thought we would be at this point within the process.
 - There are Shared Services office moves planned for the Spring Break timeframe which will help with coordinating efforts between the support departments.
 - Currently the Shops are heading into their budget season which will include aligning both organizations budget processes and policies.
 - Mr. Copley discussed that the Accounting staff were working on organizing and compiling shared Chart of Accounts between both organizations which will help with an aligned budget process moving forward.

G. Adjournment

There being no further business, the meeting was adjourned at 9:57 a.m.