

**DIXON RESOURCE CONSERVATION DISTRICT (DRCD)  
PERSONNEL COMMITTEE  
MINUTES FOR  
January 28, 2022**

**DIRECTORS**  
**DAVID VIGUIE**  
**SPENCER BEI**

**DIXON RCD STAFF**  
**KELLY HUFF, DISTRICT MANAGER**

**1. Call the Meeting to Order**

Director Viguie called the January 28, 2022, Personnel Committee meeting to order at 12:46 p.m. at 1170 North Lincoln Street, Suite 110, Dixon, CA.

Present: Bei, Viguie  
Nays: None  
Abstain: None  
Absent: None

**2. Approve the Agenda**

There was no discussion on this item.

A motion was made by Director Bei, seconded by Director Viguie to approve the agenda. The motion passed as follows:

Ayes: Bei, Viguie,  
Nays: None  
Abstain: None  
Absent: None

**3. Approve Minutes**

No minutes to approve.

## **MEETING MINUTES**

**4. Comments from the Public – None**

**5. Old Business – None**

**6. New Business**

a. Extension of Emergency COVID Leave through June 30, 2022 (Action) –

Ms. Huff reviewed the various Emergency COVID Leave requirements since March 2020 for employers and the timelines of when the requirements have applied to Dixon RCD versus when employees have had need to utilize the leave.

Director Viguie reported that he had received an email the morning of the meeting indicating that California was extending the requirements, retroactive to January 1, 2022 and through September 30, 2022. The Committee Members recommended that the District Manager provide a breakdown of the amount of COVID related sick leave that has accrued during times when Dixon RCD was required vs. not required to offer it.

The Committee Members motioned to recommend that the Board approve the extension of the up to two weeks of emergency COVID leave to cover the periods January 1, 2020 through June 30, 2022. The motion passed as follows:

Ayes:	Bei, Viguie,
Nays:	None
Abstain:	None
Absent:	None

b. District Manager Staffing Proposal 2022/23 – (Action)

Ms. Huff reviewed her staffing proposal to add a ½ time field operations staff position beginning July 1, 2022.

The Committee Members asked several questions and expressed concerns with the addition of a field operations staff position, especially if it would be dependent on grant funding.

The Committee Members motioned to reject the staffing proposal and recommend the District Manager continue to look for alternatives to hiring of a field operations staff position. The motion passed as follows:

Ayes:	Bei, Viguie,
Nays:	None
Abstain:	None
Absent:	None

**7. Announcements –**

a. **Future committee meetings will be scheduled as necessary.**

## **MEETING MINUTES**

### **8. Adjourn Meeting**

**The Dixon RCD Board meeting adjourned at the hour of 2:26 p.m.**



**Kelly Huff  
District Manager  
Dixon Resource Conservation District**