



EAST PALO ALTO SANITARY DISTRICT

BOARD OF DIRECTORS

Joan Sykes-Miessi, President
Bethzabe Yañez, Vice President
Glenda Savage, Secretary
Goro Mitchell, Director
Dennis Scherzer, Director

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Akin Okupe, M.B.A, P.E., General Manager

EAST PALO ALTO SANITARY DISTRICT HUMAN RESOURCES MANAGEMENT AND ORGANIZATION COMMITTEE AGENDA FEBRUARY 14, 2018 5:30 P.M.

Notice is hereby given that the Human Resources and Organization Committee Meeting of the East Palo Alto Sanitary District will be held on **Wednesday, February 14, 2018 5:30 p.m.** The meeting will take place at the East Palo Alto Sanitary District Office located at 901 Weeks Street, East Palo Alto, California.

1. **Call to Order**
2. **Roll Call**
Director Joan Sykes-Miessi
Director Glenda Savage
3. **Communications from the Public**
Members of the public are invited to address the Board regarding non-agenda items at the beginning of the meeting only. Persons wishing to speak on items listed on the agenda will be heard when called by the meeting chair.
4. **Agenda Amendments**
5. **Review/Approval** of January 10, 2018 Meeting Minutes
6. **Report/Discussion** Current & New Organizational Structure
7. **Oral & Written Communication** Brief reports may be presented by the Board Manager and Staff pertaining to items not listed on the Agenda; however, no discussion or action can be taken.
8. **Future Agenda**
March 14, 2018 at 5:30 p.m.
9. **Adjournment**

***PLEASE REMEMBER TO TURN OFF ALL CELL PHONES AND ELECTRONIC DEVICES**

Any writings or documents pertaining to an open session item provided to a majority of the members of the legislative body less than 72 hours prior to the meeting, shall be made available for public inspection at the East Palo Alto Sanitary District located at 901 Weeks Street, East Palo Alto, CA 94303.

Upon request, agendas and documents in the agenda packet will be made available in appropriate alternative formats to persons with a disability, as required by law. Any such request must be made in writing to the East Palo Alto Sanitary District, 901 Weeks Street, East Palo Alto, CA 94303. Requests will be valid for the calendar year in which the request is received and must be renewed prior to January 1st.

Persons needing disability-related modifications or accommodations in order to participate in public meetings, including persons requiring auxiliary aids or services, may request such modifications or accommodations by calling the East Palo Alto Sanitary District at (650) 325-9021 at least 48 hours prior to the meeting.

I. NATURE OF ITEM

Call to Order

Called to order by _____ at _____ p.m.

2. Roll Call

Directors Present:

Directors Absent:

Staff Present:

Guests Present:

3. **NATURE OF ITEM**

Communication from the Public - Members of the public are invited to address the Board regarding agenda items and non-agenda items at the beginning of the meeting only. Persons wishing to speak on items listed on the agenda will be heard when called by the meeting chair.

Speaker # 1: _____

Speaker # 2: _____

Speaker # 3: _____

4. **Agenda Amendments**

Item# _____ moved to _____

Item# _____ moved to _____

Item# _____ tabled

Item# _____ tabled

(xx) **Additional Materials Attached**

Agenda Item 5
Meeting Date 02/14/2018

I. **NATURE OF ITEM**

REVIEW/APPROVAL of January 10, 2018 meeting minutes

II. **BACKGROUND**

III. **STAFF COMMENTS/ RECOMMENDATIONS**

IV. **ACTION OPTIONS**

To be Determined upon Discussion

V. **COMMITTEE ACTION TAKEN**

VI. **NEXT STEPS**

**EAST PALO ALTO SANITARY DISTRICT
HUMAN RESOURCES MANAGEMENT AND
ORGANIZATION COMMITTEE MINUTES
JANUARY 10, 2018**

10. Call to Order

A Human Resources and Organization Committee Meeting of the East Palo Alto Sanitary District was called to order by Director Savage on Wednesday, January 10, 2018 5:37 p.m. The meeting was held at the East Palo Alto Sanitary District Office located at 901 Weeks Street, East Palo Alto, California.

11. Roll Call

Directors Present
Glenda Savage
Joan Sykes-Miessi

Staff Present
Akin Okupe, General Manager
Micheline Wegem, Accountant
Neptina B. White, Executive Admin. Asst.

12. Communications from the Public

There were no communications from the public.

13. Agenda Amendments

There were no agenda amendments.

14. Review/Approval of December 14, 2017 Meeting Minutes

The Committee reviewed and approved the meeting minutes of December 14, 2017.

15. Report/Discussion Vision Policy Update

The Committee reviewed and revised the District's vision policy, and agreed to submit the policy to the Board for approval.

**16. Report/Discussion on Maintenance Supervisor / Senior Maintenance Field Worker
Positon**

This item was stricken from the agenda.

17. Oral & Written Communication

There was no oral or written communication.

18. Future Agenda

The next meeting will be held on February 14, 2018 at 5:30 p.m.

- Organizational structure relative to Item 7

19. Adjournment

There being no further business, the meeting adjourned at 5:46 p.m.

APPROVED:

Board President

Board Secretary

(xx) Additional Materials Attached

Agenda Item 6
Meeting Date 02/14/2018

I. NATURE OF ITEM

REPORT/DISCUSSION Current & New Organizational Structure

II. BACKGROUND

The Committee has asked that this item be brought back to discuss District organizational changes.

III. STAFF COMMENTS/ RECOMMENDATIONS

IV. ACTION OPTIONS

V. COMMITTEE ACTION TAKEN

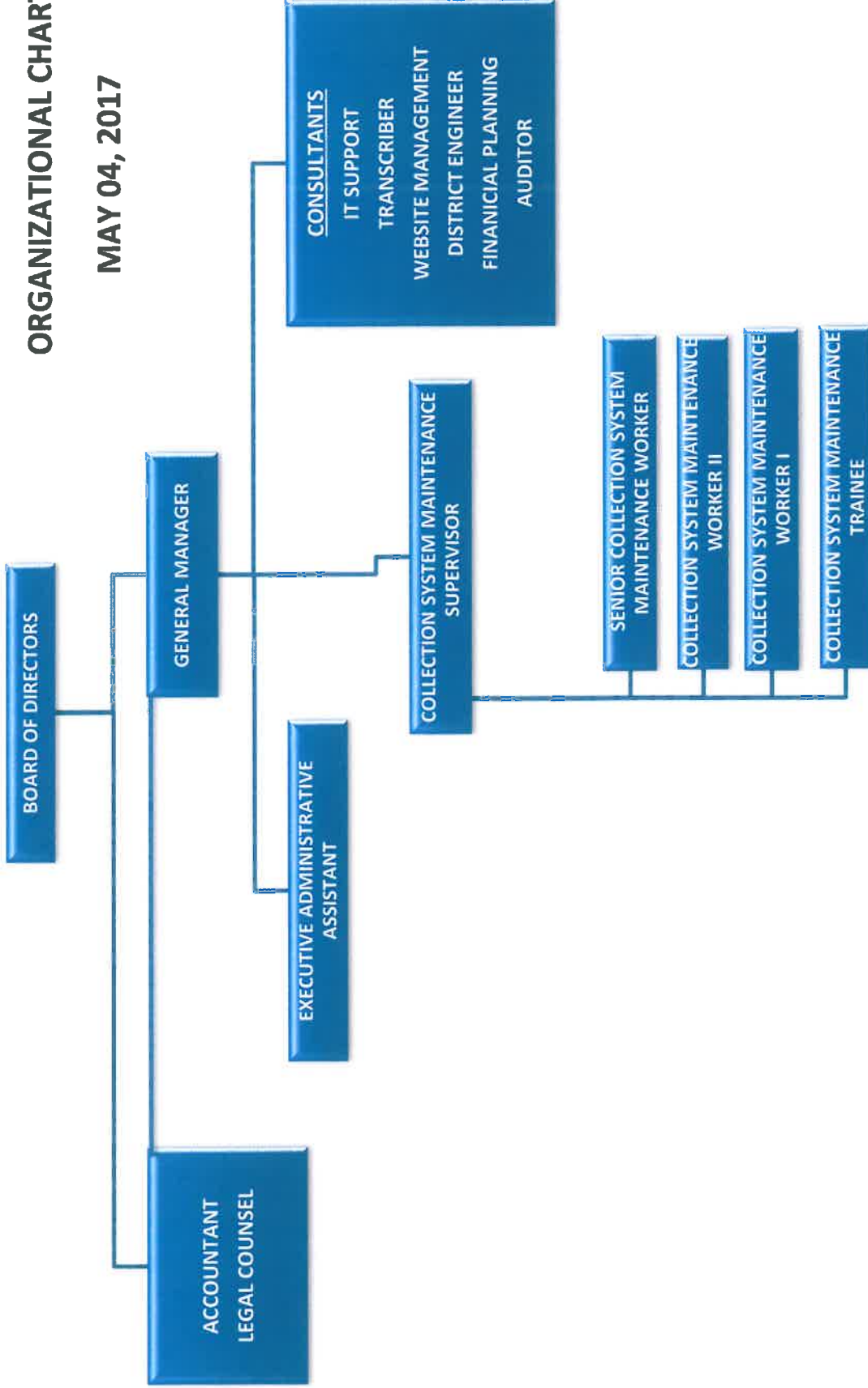
VI. NEXT STEPS



EAST PALO ALTO SANITARY DISTRICT

ORGANIZATIONAL CHART

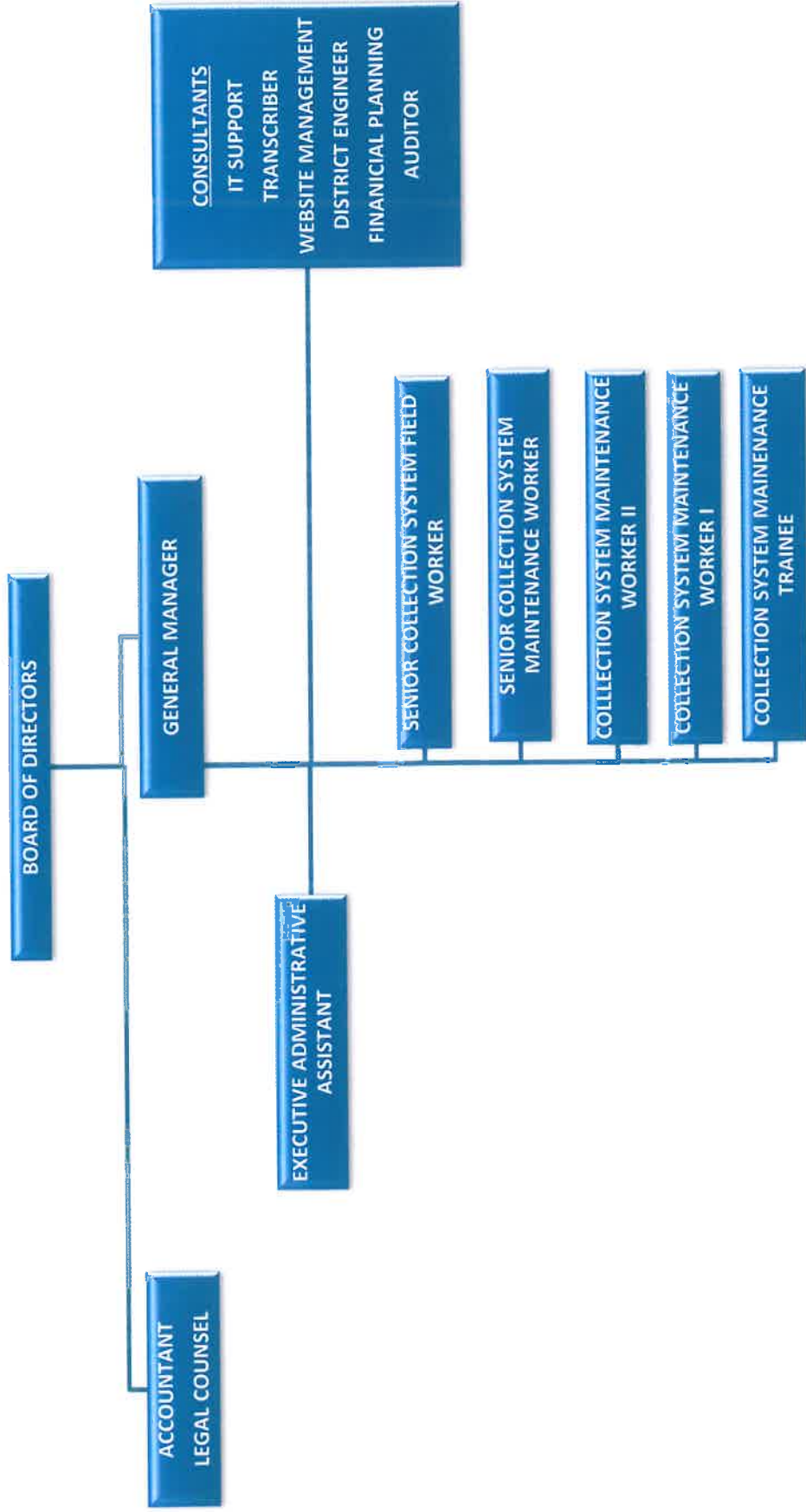
MAY 04, 2017





**EAST PALO ALTO SANITARY
DISTRICT PROPOSED
ORGANIZATIONAL CHART**

FEBRUARY 14, 2018



(xx) Additional Materials Attached

Agenda Item 7
Meeting Date 02/14/2018

I. NATURE OF ITEM

ORAL AND WRITTEN COMMUNICATION - Brief reports may be presented by the Manager and Staff pertaining to items not listed on the Agenda; however, no discussion or action can be taken.

II. BACKGROUND

III. STAFF COMMENTS/ RECOMMENDATIONS

IV. ACTION OPTIONS

V. COMMITTEE ACTION TAKEN

VI. NEXT STEPS

() Additional Materials Attached

Agenda Item 8
Meeting Date 02/14/2018

I. NATURE OF ITEM

Future Agenda

March 14, 2018 at 5:30 p.m. Human Resources Committee Meeting

II. BACKGROUND

III. STAFF COMMENTS/ RECOMMENDATIONS

IV. ACTION OPTIONS

V. COMMITTEE ACTION TAKEN

VI. NEXT STEPS

() Additional Materials Attached

Agenda Item 9
Meeting Date 02/14/2018

I. NATURE OF ITEM

Adjournment