



## **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 SPECIAL HUMAN RESOURCES MANAGEMENT AND ORGANIZATION COMMITTEE AGENDA**

**APRIL 05, 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 **Thursday, April 5, 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 March 07, 2018 Meeting Minutes**

**6. CLOSED SESSION:** Public Employee Performance Evaluation Pursuant to Government Code 54957  
Title: General Manager

Conference with Labor Negotiators Pursuant to Government Code 54957.6

Agency Designated Representative: President Sykes-Miessi  
Unrepresented Employee: General Manager

**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**

May 9, 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 1<sup>st</sup>.

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:**

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**Directors Absent:**

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**Staff Present:**

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**Guests Present:**

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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 04/05/2018

**I. NATURE OF ITEM**

**REVIEW/APPROVAL** of March 07, 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  
MARCH 07, 2018**

**1. 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, March 7, 2018 5:42 p.m. The meeting was held at the East Palo Alto Sanitary District Office located at 901 Weeks Street, East Palo Alto, California.

**2. Roll Call**

Directors Present  
Glenda Savage  
Joan Sykes-Miessi

Staff Present  
Akin Okupe, General Manager

**3. Communications from the Public**

There were no communications from the public.

**4. Agenda Amendments**

There were no agenda amendments.

**5. Review/Approval of February 14, 2018 Meeting Minutes**

The Committee reviewed and approved the meeting minutes of February 14, 2018.

**6. Report/Discussion on Temporary Employees**

Mr. Okupe reported that four temporary maintenance employees have been hired and are currently undergoing training.

**7. Report/Discussion on Collection System Maintenance Worker II**

Mr. Okupe advised the Committee of the need to hire an experienced maintenance worker due to the ongoing medical leave of two employees and the lack of experience of the recently hired temporary maintenance staff.

8. **Report/Discussion** on Senor Collection System Maintenance Worker

This item was deleted.

9. **Oral & Written Communication**

There was no oral or written communication.

10. **Future Agenda**

The next meeting will be held on April 11, 2018 at 5:30 p.m.

11. **Adjournment**

There being no further business, the meeting adjourned at 5:50 p.m.

APPROVED:

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Board President

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Board Secretary

(xx) Additional Materials Attached

Agenda Item 6  
Meeting Date 04/05/2018

I. NATURE OF ITEM

1. CLOSED SESSION: Public Employee Performance Evaluation Pursuant to Government Code 54957  
Title: General Manager
- Conference with Labor Negotiators Pursuant to Government Code 54957.6  
Agency Designated Representative: President Sykes-Miessi  
Unrepresented Employee: General Manager

II. BACKGROUND

III. STAFF COMMENTS/ RECOMMENDATIONS

IV. ACTION OPTIONS

V. COMMITTEE ACTION TAKEN

VI. NEXT STEPS

(xx) Additional Materials Attached

Agenda Item 7  
Meeting Date 04/05/2018

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 04/05/2018

I. NATURE OF ITEM

Future Agenda

May 9, 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 04/05/2018

I. NATURE OF ITEM

Adjournment