



## **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**

**JUNE 5, 2018**

**10:00 AM**

Notice is hereby given that the Human Resources and Organization Committee Meeting of the East Palo Alto Sanitary District will be held on **Tuesday June 5, 2018 10:00 a.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 May 8, 2018 Meeting Minutes

6. **Discussion/Approval** of Employee Handbook

7. **Discussion** of At-will employee v. one year probation employment status

8. **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.

9. **Future Agenda**

July 11, 2018 at 10:00 a.m.

10. **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 06/05/2018

I. NATURE OF ITEM

REVIEW/APPROVAL of May 8, 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 MEETING MINUTES  
MAY 8, 2018**

**11. Call to Order**

A Human Resources and Organization Committee Meeting of the East Palo Alto Sanitary District was called to order by Director Glenda Savage on Tuesday May 8, 2018 10:00 a.m. The meeting was held at the East Palo Alto Sanitary District Office located at 901 Weeks Street, East Palo Alto, California.

**12. Roll Call**

Directors Present  
Glenda Savage  
Joan Sykes-Miessi

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

**13. Communications from the Public**

There were no communications from the public.

**14. Agenda Amendments**

There were no agenda amendments.

**15. Review/Approval of April 05, 2018 Meeting Minutes**

The Committee reviewed and approved the meeting minutes of April 5, 2018.

**16. Report/Discussion on New Temporary Workers**

Mr. Okupe introduced two new temporary workers to the Committee.

**17. Discussion/Approval of Employee Handbook**

Mr. Okupe reported that he has been working with Ms. Subramanian on the update of the Employee Handbook and upon completion will provide copies to Committee members so that they may conduct a detailed review at the next meeting.

### **18. Oral & Written Communication**

Mr. Okupe advised that he has discovered numerous boxed CalPers documents that are in need of review. He stated that he will contact CalPers to request updated information and will provide further information to the Committee at the next meeting.

### **19. Future Agenda**

The next meeting will be held on June 5, 2018 at 10:00 a.m.

- Employee Handbook review
- CalPers update

### **20. Adjournment**

There being no further business, the meeting adjourned at 10:10 a.m.

APPROVED:

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Board President

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Board Secretary

(xx) Additional Materials Attached

Agenda Item 6  
Meeting Date 06/05/2018

I. NATURE OF ITEM

DISCUSSION/APPROVAL of Employee Handbook

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 06/05/2018

II. NATURE OF ITEM

DISCUSSION of At-will employee v. one year probation employment status

II. BACKGROUND

III. STAFF COMMENTS/ RECOMMENDATIONS

IV. ACTION OPTIONS

V. COMMITTEE ACTION TAKEN

VI. NEXT STEPS



(xx) Additional Materials Attached

Agenda Item 8  
Meeting Date 06/05/2018

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 9  
Meeting Date 06/05/2018

I. **NATURE OF ITEM**

**Future Agenda**

July 11, 2018 at 10:00 a.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 10  
Meeting Date 06/05/2018

I. NATURE OF ITEM

Adjournment