



EAST PALO ALTO SANITARY DISTRICT

BOARD OF DIRECTORS

Glenda Savage, President
Joan Sykes-Miessi, Vice President
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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

JANUARY 8, 2019

9:30 A.M.

Notice is hereby given that the Human Resources and Organization Committee Meeting of the East Palo Alto Sanitary District will be held on **Tuesday January 8, 2019 9:30 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 December 18, 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 Glenda Savage
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

February 7, 2019 at 9:30 a.m. Human Resources Committee Meeting

***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.

9. Adjournment

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(xx) Additional Materials Attached

Agenda Item: 1 & 2
Meeting Date: 01/08/2019

I. NATURE OF ITEM

1. Call to Order

Called to order by _____ at _____ p.m.

2. Roll Call

Directors Present:

Directors Absent:

Staff Present:

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

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(xx) Additional Materials Attached

Agenda Item: 5
Meeting Date: 01/08/2019

I. NATURE OF ITEM

10. Review/Approval of December 18, 2018 Meeting Minutes

II. BACKGROUND

III. STAFF COMMENTS/ RECOMMENDATIONS

As directed

IV. ACTION OPTIONS

V. COMMITTEE ACTION TAKEN

To be determined

VI. NEXT STEPS

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

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**EAST PALO ALTO SANITARY DISTRICT
SPECIAL HUMAN RESOURCES MANAGEMENT AND
ORGANIZATION COMMITTEE MINUTES
DECEMBER 18, 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 Tuesday, December 18, 2018 at 9:35 a.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
Bernadette Jones – Visionova HR
Consultants

3. Communications from the Public

There were no communications from the public.

4. Agenda Amendments

Mr. Okupe stated that the date in Item 10 should be January 8, 2019.

5. Review/Approval of December 4th Meeting Minutes

The Committee reviewed and approved the meeting minutes of December 4, 2018.

6. Review/Discussion General Manager's Evaluation Report

Consultant Bernadette Jones of Visionova HR Consultants provided the Committee with an overview of the results of the General Manager's evaluation report and executive summary.

7. Review/Discussion Temporary Employee Handbook City of Eugene

The Committee reviewed the Temporary Employee Handbook for the City of Eugene. Director Savage suggested, and the Committee agreed, to possibly hiring a consultant to assist with the creation of a similar handbook for the District.

8. **Review/Discussion** Labor on DEMAND Employee Handbook for Temporary Personnel

This item was tabled.

9. **Oral & Written Communication**

There was no oral or written communication.

10. **Future Agenda**

The next meeting will be held on January 8, 2019 at 9:30 a.m.

11. **Adjournment**

There being no further business, the meeting adjourned at 9:50 a.m.

APPROVED:

Board President

Board Secretary

(xx) Additional Materials Attached

Agenda Item: 6
Meeting Date: 01/08/2019

I. NATURE OF ITEM

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 Glenda
Savage
Unrepresented Employee: General Manager

II. BACKGROUND

III. STAFF COMMENTS/ RECOMMENDATIONS

As directed

IV. ACTION OPTIONS

V. COMMITTEE ACTION TAKEN

To be determined

VI. NEXT STEPS

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(xx) Additional Materials Attached

Agenda Item: 7
Meeting Date: 01/08/2019

I. NATURE OF ITEM

Oral & 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

II. STAFF COMMENTS/ RECOMMENDATIONS

IV. ACTION OPTIONS

V. COMMITTEE ACTION TAKEN

VI. NEXT STEPS

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(xx) Additional Materials Attached

Agenda Item: 8
Meeting Date: 01/08/2019

I. NATURE OF ITEM

Future Agenda

February 7, 2019 at 9:30 a.m. Human Resources Committee Meeting

II. BACKGROUND

III. STAFF COMMENTS/ RECOMMENDATIONS

IV. ACTION OPTIONS

V. COMMITTEE ACTION TAKEN

VI. NEXT STEPS

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(xx) Additional Materials Attached

Agenda Item: 9
Meeting Date: 01/08/2019

I. NATURE OF ITEM

Adjournment

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