



EAST PALO ALTO SANITARY DISTRICT

BOARD OF DIRECTORS

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

901 Weeks Street
East Palo Alto, CA 94303
Phone: (650) 325-9021
Fax: (650) 325-5173
www.epasd.com

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

EAST PALO ALTO SANITARY DISTRICT HUMAN RESOURCES MANAGEMENT AND ORGANIZATION COMMITTEE AGENDA FEBRUARY 12TH, 2019 10:15 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, February 12th, 2019 10:15 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 January 15th Meeting Minutes

6. **Review/Discussion** Temporary Employee Handbook City of Eugene

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

8. **Review/Discussion** Staffing Strategies - Operations

9. **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.

10. **Future Agenda**

To be determined

11. **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

1. 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: 02/12/2019

I. **NATURE OF ITEM**

Review/Approval of January 15th Meeting Minutes

II. **BACKGROUND**

III. **STAFF COMMENTS/ RECOMMENDATIONS**

As directed

IV. **ACTION OPTIONS**

V. **COMMITTEE ACTION TAKEN**

To be determined

VI. **NEXT STEPS**

**EAST PALO ALTO SANITARY DISTRICT
HUMAN RESOURCES MANAGEMENT AND
ORGANIZATION COMMITTEE MEETING
JANUARY 15, 2019**

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, January 15, 2019 at 9:39 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
Korinne Nickings – Admin. Assistant

3. Communications from the Public

There were no communications from the public.

4. Agenda Amendments

There were no agenda amendments.

5. Review/Approval of January 8th Meeting Minutes

The Committee reviewed and approved the meeting minutes of January 8, 2019.

6. Review/Discussion Temporary Employee Handbook City of Eugene

Mr. Okupe advised that he received a proposal for consulting services in the amount of \$3,600 from Bernadette Jones of Visionova HR Consultants which will be presented to the Board for consideration at the next Special Board meeting.

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

This item was combined with Item 6.

8. Oral & Written Communication

There was no oral or written communication.

9. Future Agenda

The next meeting will be held on February 12, 2019 at 9:30 a.m.

- First review of Employee Handbook

10. Adjournment

There being no further business, the meeting adjourned at 9:45 a.m.

APPROVED:

Board President

Board Secretary

I. NATURE OF ITEM

Review/Discussion Temporary Employee Handbook City of Eugene

II. BACKGROUND

III. STAFF COMMENTS/ RECOMMENDATIONS

As directed

IV. ACTION OPTIONS

V. COMMITTEE ACTION TAKEN

To be determined

VI. NEXT STEPS

(xx) **Additional Materials Attached**

Agenda Item: 7
Meeting Date: 02/12/2019

I. NATURE OF ITEM

Review/Discussion Labor on DEMAND Employee Handbook for Temporary Personnel

II. BACKGROUND

III. STAFF COMMENTS/ RECOMMENDATIONS

As directed

IV. ACTION OPTIONS

V. COMMITTEE ACTION TAKEN

To be determined

VI. NEXT STEPS

(xx) Additional Materials Attached

Agenda Item: 8
Meeting Date: 02/12/2019

- I. NATURE OF ITEM
Review/Discussion Staffing Strategies - Operations
- II. BACKGROUND
- II. STAFF COMMENTS/ RECOMMENDATIONS
- IV. ACTION OPTIONS
- V. COMMITTEE ACTION TAKEN
- VI. NEXT STEPS

III. 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

IV. STAFF COMMENTS/ RECOMMENDATIONS

IV. ACTION OPTIONS

V. COMMITTEE ACTION TAKEN

VI. NEXT STEPS

I. NATURE OF ITEM

Future Agenda

March 12th, 2019 at 10:15 a.m. Human Resources Committee Meeting

II. BACKGROUND

III. STAFF COMMENTS/ RECOMMENDATIONS

IV. ACTION OPTIONS

V. COMMITTEE ACTION TAKEN

VI. NEXT STEPS

(xx) Additional Materials Attached

Agenda Item: 11
Meeting Date: 02/12/2019

I. NATURE OF ITEM

Adjournment