



EAST PALO ALTO SANITARY DISTRICT

BOARD OF DIRECTORS

Glenda Savage, President
Joan Sykes-Miessi, Vice President
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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

APRIL 23RD, 2019

10:30 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, April 23rd, 2019 10:30 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 February 12th Meeting Minutes

6. Review/Discussion Recruitment and Selection Policy

7. Review/Discussion of the District Contract with Jean Pierre & Co. for accounting services.

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

To be determined

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 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.

(xx) Additional Materials Attached

Agenda Item: 1 & 2
Meeting Date: 04/23/2019

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:

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

I. **NATURE OF ITEM**

Review/Approval of February 12th Meeting Minutes

II. **BACKGROUND**

III. **STAFF COMMENTS/ RECOMMENDATIONS**

As directed by Board.

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 MINUTES
FEBRUARY 12, 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, February 12, 2019 at 10:15 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 15th Meeting Minutes

The Committee reviewed and approved the meeting minutes of January 15, 2019.

6. Review/Discussion Temporary Employee Handbook City of Eugene

The Committee agreed to begin the search for a consultant in furtherance of the creation of a Temporary Employee Handbook. Mr. Okupe indicated that he will invite prospective consultants to the next meeting.

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

This item was discussed together with Item 6.

8. Review/Discussion Staffing Strategies – Operations

Mr. Okupe advised that operations staff members continue to receive Class B driver's licenses. He also indicated that he will soon begin the interview process to fill permanent positions in the operations department.

9. Oral & Written Communication

There was no oral or written communication.

10. Future Agenda

The next meeting will be held on March 15, 2019 at 9:30 a.m.

- Prospective Consultants visitation
- April meeting to be held on April 9, 2019 at 9:30 a.m.

11. Adjournment

There being no further business, the meeting adjourned at 10:27 a.m.

APPROVED:

Board President

Board Secretary

(xx) Additional Materials Attached

Agenda Item: 6
Meeting Date: 04/23/2019

I. **NATURE OF ITEM**

Review/Discussion Recruitment and Selection Policy

II. **BACKGROUND**

III. **STAFF COMMENTS/ RECOMMENDATIONS**

As directed by Board.

IV. **ACTION OPTIONS**

V. **COMMITTEE ACTION TAKEN**

To be determined

VI. **NEXT STEPS**

I. **NATURE OF ITEM**

Review/Discussion of the District Contract with Jean Pierre & Co. for accounting services.

II. **BACKGROUND**

II. **STAFF COMMENTS/ RECOMMENDATIONS**

As directed by Board.

IV. **ACTION OPTIONS**

V. **COMMITTEE ACTION TAKEN**

To be determined.

VI. **NEXT STEPS**

I. **NATURE OF ITEM**

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.

II. **BACKGROUND**

II. **STAFF COMMENTS/ RECOMMENDATIONS**

As directed by Board.

IV. **ACTION OPTIONS**

V. **COMMITTEE ACTION TAKEN**

To be determined.

VI. **NEXT STEPS**

I. NATURE OF ITEM

Future Agenda

II. BACKGROUND

III. STAFF COMMENTS/ RECOMMENDATIONS

As directed by Board.

IV. ACTION OPTIONS

V. COMMITTEE ACTION TAKEN

To be determined.

VI. NEXT STEPS

(xx) Additional Materials Attached

Agenda Item: 10
Meeting Date: 04/23/2019

I. NATURE OF ITEM

Adjournment

II. BACKGROUND

III. STAFF COMMENTS/ RECOMMENDATIONS

As directed by Board.

IV. ACTION OPTIONS

V. COMMITTEE ACTION TAKEN

To be determined.

VI. NEXT STEPS