



## **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

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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 11, 2019**

**9:30 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, June 11, 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 May 21, 2019 Meeting Minutes

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

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**

To be determined

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**

1. 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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(

xx) Additional Materials Attached

Agenda Item: 3 & 4  
Meeting Date: 06/11/2019

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: 06/11/2019

I. **NATURE OF ITEM**

**Review/Approval** of May 21, 2019 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  
MAY 21, 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 Sykes-Miessi on Tuesday, May 21, 2019 at 10:31 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

**3. Communications from the Public**

There were no communications from the public.

**4. Agenda Amendments**

There were no agenda amendments.

**5. Review/Approval of April 23, 2019 Meeting Minutes**

The Committee reviewed and approved the meeting minutes of April 23, 2019.

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

Mr. Okupe presented calculations for review and discussion detailing the retroactive increase to be paid to Jean Pierre & Co. for accounting services which also incorporate a requested increase going forward of 2.5 percent.

**7. Oral & Written Communication**

There was no oral or written communication.

**8. Future Agenda**

The next meeting will be held on June 11, 2019 at 9:30 a.m.

- Jean Pierre & Co.
- HR consultant discussion
- At-will employment discussion

**9. Adjournment**

There being no further business, the meeting adjourned at 10:36 a.m.

APPROVED:

\_\_\_\_\_  
Board President

\_\_\_\_\_  
Board Secretary

(xx) Additional Materials Attached

Agenda Item: 6  
Meeting Date: 06/11/2019

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**



(xx) **Additional Materials Attached**

Agenda Item: 8  
Meeting Date: 06/11/2019

**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: 9  
Meeting Date: 06/11/2019

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