

**EAST PALO ALTO SANITARY DISTRICT
HUMAN RESOURCES MANAGEMENT AND
ORGANIZATION COMMITTEE MEETING MINUTES
MARCH 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 Friday, March 15, 2019 at 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.

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

Mr. Okupe suggested, and the Committee agreed, to table Item 6 to the next meeting.

5. Review/Approval of February 12, 2019 Meeting Minutes

The Committee reviewed and approved the meeting minutes of February 12, 2019.

6. Review/Discussion Vision Policy

This item was tabled to the next meeting.

7. Review/Discussion HR – Consultant Options

Mr. Okupe advised that he will provide information on prospective consultants at the next meeting for review.

8. Review/Discussion to Develop Recruitment and Selection Policy for Temporary and Permanent Employees

Mr. Okupe presented a sample policy for review which offers information regarding background checks and other considerations in the hiring of temporary as well as permanent employees.

9. Oral & Written Communication

There was no oral or written communication.

10. Future Agenda

The next meeting will be announced.

- HR Consultant

11. Adjournment

There being no further business, the meeting adjourned.

APPROVED:

Board President

Board Secretary