

**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 15<sup>th</sup> 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:

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Board President

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Board Secretary