



EAST PALO ALTO SANITARY DISTRICT

BOARD OF DIRECTORS

Glenda Savage, President
Joan Sykes-Miessi, Vice President
Bethzabe Yañez, Secretary
Goro Mitchell, 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 21, 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 **Friday, June 21, 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** CalPers for Temporary Employees

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 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:

(

xx) Additional Materials Attached

Agenda Item: 3 & 4
Meeting Date: 06/18/2019

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

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: 06/18/2019

I. NATURE OF ITEM

Review/Discussion of CalPers for Temporary Employees

II. BACKGROUND

II. STAFF COMMENTS/ RECOMMENDATIONS

As directed by Board.

IV. ACTION OPTIONS

V. COMMITTEE ACTION TAKEN

To be determined.

VI. NEXT STEPS

Temps and CalPERS

Malathy Subramanian <Malathy.Subramanian@bbklaw.com>

Wed 5/29/2019 3:37 PM

To: Akin Okupe <aokupe@epasd.com>;

Hi Akin,

I know you have been using temps for various positions, I wanted to let you know of some potential CalPERS issues. You will want to confirm that any temp does not have any prior CalPERS service or contributions. In order to do this, you can run a search using a social security number or CalPERS ID (which presumably the temp does not have) through its myCalPERS account. If the temp has any prior CalPERS contributions or service credit, the temp will need to be enrolled in CalPERS upon hire.

If the temp does not have any prior CalPERS contributions or service credit, the temp will need to be enrolled if any of the following apply:

- Average 20 hour a week/one year or more. If the position requires regular, part-time service for one year or more for at least an average of 20 hours a week, or requires service that is equivalent to at least an average of 20 hours a week for one year or longer, the temp will need to be enrolled at hire. (Gov't Code § 20305(a)(2))
- 1,000 hours. If the temp completes 1,000 hours within the fiscal year, the temp's CalPERS membership must be effective no later than the 1st day of the 1st pay period of the month following the month in which the 1,000 hours of service is completed. (Gov't Code § 20305(a)(3)(B))
- Full-time for longer than 6 months. If full-time employment continues for longer than 6 months, the temp's CalPERS membership must be effective no later than the 1st day of the 1st pay period of the 7th month of employment. (Gov't Code § 20305(a)(3)(A))

Please let me know if you have any questions.

Best,
Mala

Malathy Subramanian

Partner

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<http://clients.bbklaw.net/images/logos/LinkedIn-rescaled.jpg> <http://clients.bbklaw.net/images/logos/Twitter logo white.jpg>

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: 06/18/2019

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: 06/18/2019

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