



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 SPECIAL HUMAN RESOURCES MANAGEMENT AND ORGANIZATION COMMITTEE AGENDA JANUARY 9, 2020 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 **Thursday, January 9, 2020 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 December 17, 2019 Meeting Minutes
6. **Closed Session Pursuant to Government Code Section 54957** –
Public Employee Performance Evaluation Title: General Manager
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.

Additional Materials Attached (xx)

Agenda Item 1&2
Meeting Date 01/09/2020

I. NATURE OF ITEM

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 01/09/2020

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

Additional Materials Attached (xx)

Agenda Item 5
Meeting Date 01/09/2020

I. NATURE OF ITEM

Review/Approval of December 17, 2019 Meeting Minutes

II. BACKGROUND

III. STAFF COMMENTS/ RECOMMENDATIONS

As directed by the Committee.

IV. ACTION OPTIONS

V. COMMITTEE ACTION TAKEN

To be determined.

**EAST PALO ALTO SANITARY DISTRICT
HUMAN RESOURCES MANAGEMENT AND
ORGANIZATION COMMITTEE MEETING MINUTES
DECEMBER 17, 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 December 17, 2019 at 9:35 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

Joan Sykes-Miessi
Glenda Savage

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 October 15, 2019 Meeting Minutes

The Committee reviewed and approved the meeting minutes of September 10, 2019.

6. Consideration/Discussion – Meeting with the HR consultant regarding update of the employee handbook

The Committee met by phone with prospective Human Resources Consultant Allison Picard, at the conclusion of which it was agreed to enter into a contract for services.

7. Oral & Written Communication

There was no oral or written communication.

8. Future Agenda

The next meeting will be discussed and to be determined

9. Adjournment

There being no further business, the meeting adjourned at 9:59 a.m.

APPROVED:

Board President

Board Secretary

(xx) Additional Materials Attached

Agenda Item 6
Meeting Date 01/09/2020

I. NATURE OF ITEM

Closed Session Pursuant to Government Code Section 54957 –
Public Employee Performance Evaluation Title: General Manager.

II. BACKGROUND

II. STAFF COMMENTS/ RECOMMENDATIONS

As directed by the Committee.

IV. ACTION OPTIONS

V. COMMITTEE ACTION TAKEN

To be determined.

VI. NEXT STEPS

(xx) Additional Materials Attached

Agenda Item 7
Meeting Date 01/09/2020

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 the Committee.

IV. ACTION OPTIONS

V. COMMITTEE ACTION TAKEN

To be determined.

VI. NEXT STEPS

(xx) Additional Materials Attached

Agenda Item 8
Meeting Date 01/09/2020

I. NATURE OF ITEM

Future Agenda

II. BACKGROUND

III. STAFF COMMENTS/ RECOMMENDATIONS

As directed by the Committee.

IV. ACTION OPTIONS

V. COMMITTEE ACTION TAKEN

To be determined.

VI. NEXT STEPS

(xx) Additional Materials Attached

Agenda Item 9
Meeting Date 01/09/2020

I. **NATURE OF ITEM**

Adjournment

II. **BACKGROUND**

III. **STAFF COMMENTS/ RECOMMENDATIONS**

As directed by the Committee.

IV. **ACTION OPTIONS**

V. **COMMITTEE ACTION TAKEN**

To be determined.

VI. **NEXT STEPS**