

**EAST PALO ALTO SANITARY DISTRICT
HUMAN RESOURCES MANAGEMENT AND
ORGANIZATION COMMITTEE MEETING MINUTES
SEPTEMBER 10, 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, September 10, 2019 at 9:34 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 July 9, 2019 Meeting Minutes

The Committee reviewed and approved the minutes of July 9, 2019.

6. Consideration/Discussion of updating Employee handbook

Mr. Okupe reported that he has not yet identified a consultant to assist in updating the employee handbook. He stated that alternatively, he will revise the draft handbook and upon legal review will email the revised draft to the Committee for consideration.

7. Oral & Written Communication

There was no oral or written communication.

8. Future Agenda

The next meeting will be held on October 15, 2019 at 9:30 a.m.

- Employee Handbook update

9. Adjournment

There being no further business, the meeting adjourned at 9:43 a.m.

APPROVED:

Board President

Board Secretary