



Those persons wishing to speak on any item included on the agenda should call the District's Headquarters at (909) 626-2711 and give their name or contact the Acting Board Clerk/Administrative Coordinator at afernandez@cbwcd.org two hours prior to the meeting start time. During the Public Comments Section, each person's name will be called.

The Chino Basin Water Conservation District complies with the Americans with Disabilities Act and amendments thereto. If you require special assistance to participate in this meeting or if you desire a copy of the Agenda in an alternate format, please contact the District office at (909) 626-2711 at least 48 hours prior to the advertised starting time of the meeting.

Web Link: <https://zoom.us/j/98707579538>

Meeting ID: 987-0757-9538

Join by Phone:

669-900-6833

408-638-0968

346-248-7799

PERSONNEL COMMITTEE MEETING

Chino Basin Water Conservation District
District Office
4594 San Bernardino Street
Montclair, CA 91763

Monday, November 23, 2020
4:30 p.m.

A G E N D A

CALL TO ORDER

ROLL CALL

Personnel Committee Members: Committee Chair Marc Grupposo, Directors Margaret Hamilton and Ryan Sonnenberg.

PUBLIC COMMUNICATIONS

This is the time and place for the general public to address the Personnel Committee. Due to Brown Act requirements, action will not be taken on any issues not on the Agenda; however, the Personnel Committee may refer comments and concerns to staff or request the item be placed on a future agenda.

DISCUSSION ITEMS

1. Koff & Associates Presentation

Report by: Elizabeth Skrzat, Executive Director

RECOMMENDATION: Review and discuss Koff & Associates presentation on their findings and provide feedback and direction to staff and consultants.

2. Calendar Year 2021 Holiday Schedule

Report by: Elizabeth Skrzat, Executive Director
Toyasha Sebbag, Administrative Services Manager

RECOMMENDATION: Recommend Board approval of the Calendar Year 2021 Holiday Schedule.

3. Policy & Procedure Manual Update – Policy No. 44: Purchasing Policy

Report by: Elizabeth Skrzat, Executive Director

RECOMMENDATION: Review, discuss, and recommend Board approval of changes to Policy No. 44 and attachments.

4. Job Descriptions: Senior Administrative Assistant, Administrative Assistant II, and Administrative Assistant I

Report by: Elizabeth Skrzat, Executive Director
Toyasha Sebbag, Administrative Services Manager

RECOMMENDATION: Review, discuss, and recommend Board approval of job descriptions for Senior Administrative Assistant, Administrative Assistant II, and Administrative Assistant I.

ORAL REPORTS

5. Quarterly Strategic Plan Review: Potential Partnerships

Report by: Elizabeth Skrzat, Executive Director

CLOSED SESSION

PUBLIC EMPLOYMENT: Pursuant to Government Code Section 54957.6 Public Employees' Salaries/ Benefits.

ADJOURN

The Personnel Committee will adjourn to the next Regular Meeting of the Chino Basin Water Conservation District, which will be held on December 14, 2020 at 10:00 a.m. at District Headquarters, located at 4594 San Bernardino Street, Montclair, CA 91763 and online at: <https://zoom.us/j/98961622935>.

I, Alicia Fernandez, Acting Board Clerk/Administrative Coordinator of the Chino Basin Water Conservation District, do hereby certify that a copy of this agenda has been posted by 4:30 p.m. on November 20, 2020.



Alicia Fernandez, Acting Board Clerk/Administrative Coordinator