



PERSONNEL COMMITTEE MEETING

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

Wednesday, June 15, 2020

MINUTES

CALL TO ORDER – Committee Chair Grupposo called the meeting to order at 11:33 a.m.

ROLL CALL

Committee Members Present:	Committee Chair Marc Grupposo Director Margaret Hamilton Director Ryan Sonnenberg
Staff Present:	Executive Director Elizabeth Skrzat Board Clerk/Administrative Coordinator Daniel Lopez Conservation Programs Manager Scott Kleinrock Facilities and Operations Manager Dave Schroeder Community Programs Manager Maia Dean Office Assistant II Judy Taylor Community Programs Coordinator Omone Abu Community Programs Specialist Monica Cruel Conservation Specialist I Brandon Burgess Landscape/ Maintenance Worker Lead Robert Sotomayor Landscape/ Maintenance Worker I Luis Fernandez Landscape/ Maintenance Worker II James Salcido
General Counsel Present:	Leland McElhaney, Esq.
Visitors Present:	Ian Berg, Eide Bailly LLP

PUBLIC COMMUNICATIONS

Community Programs Manager Maia Dean voiced the recommendation that staff should receive merit pay not as a one-time payment but an increase to their base salary.

Conservation Programs Manager Scott Kleinrock voiced the recommendation for either merit or COLA. Conservation Programs Manager Kleinrock did mention that he, like Ms. Dean's recommendation for an increase to base salary to retain talent.

Facilities and Operations Manager Dave Schroder also concurred with both managers regarding merit pay increases being made available to staff.

PRESENTATIONS – None.

DISCUSSION ITEMS

1. 2020-2021 Classification & Compensation Schedule.

Executive Director Skrzat and staff recommends that the Committee review, discuss and recommend the board adopt the 2020-2021 Classification and Compensation Schedule. Executive Director Skrzat presented the proposed Classifications, Labor Grades, and Hourly/ Salary Ranges to the Committee for review. Executive Director Skrzat also presented the Committee with the cost analysis of implementing a Cost of Living Adjustment (COLA) or merit pay.

Motion carried on 3-0-0-0 vote to approve 2020-2021 Classification and Compensation Schedule and forward to the Board for approval.

MOVED: Grupposo

SECOND: Hamilton

APPROVED: 3-0-0-0

AYES: Grupposo, Hamilton, Sonnenberg

NOES: None

ABSTAIN: None

ABSENT: None

CLOSED SESSION – The Committee recessed to closed session at 11:57 a.m. to consider the following closed session items

PUBLIC EMPLOYMENT: Pursuant to Government Code Section 54957(b) and 54957; Title: Executive Director.

PUBLIC EMPLOYMENT: Pursuant to Government Code Section 54957.6 employee salaries/ benefits.

Closed Session Concluded at 1:33 p.m. with a Reportable Action: The Committee discussed and recommended the renewal of the Executive Director's contract and the new terms of

the contract to be presented to the Board. Legal Counsel will prepare a staff report on the recommendations of the Personnel Committee regarding the terms of the Executive Director's contract. The Personnel Committee has scheduled an Executive Directors performance review to be held on June 25th. The Personnel Committee also recommended that staff be eligible for a one-time Merit pay based on the results of the employee's performance review. The Merit pay will be 2% for satisfactory performance and 2.5% for exceeding expectations.

ORAL REPORTS

Executive Director Skrzat presented the District's plan for a phased reopening. The Conservation Programs department will continue to conduct the design assistance program remotely via Zoom meetings. The commercial audit program will begin in July with modifications for the protection of staff and the public. The residential audit program will continue to be on hold.

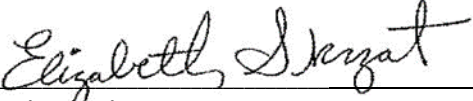
The Community Programs department will continue updating the curriculum project to conduct lessons virtual in the event of continued school closures.

The District Headquarters main building will remain closed to the public. The park is currently open with signs indicating the restriction of mass gatherings. The garden will be open with mask & social distancing required.

ADJOURN

Committee Chair Marc Grupposo adjourned the meeting at 2:11 p.m. to the next Special Board Meeting of the Chino Basin Water Conservation District, to be held on June 19, 2020 at 3:00 p.m. at District Headquarters, located at 4594 San Bernardino Street, Montclair, CA 91763.

APPROVED AND ADOPTED THIS 15th DAY of JULY 2020



Elizabeth Skrzat, Executive Director

ATTEST:



Daniel Lopez, Board Clerk/Administrative Coordinator