



PERSONNEL COMMITTEE MEETING

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

Thursday, February 18, 2021

MINUTES

CALL TO ORDER – Committee Chair Grupposo called the meeting to order at 11:05 a.m.

ROLL CALL

Committee Members Present: Committee Chair Marc Grupposo
 Director Margaret Hamilton
 Director Ryan Sonnenberg

Committee Members Absent: None

Staff Present: Executive Director Elizabeth Skrzat
 Administrative Services Manager Toyasha Sebbag
 Program Educator Jenna Hoover

ADDITIONS OR CHANGES TO THE AGENDA – None.

PRESENTATIONS

Employee Feedback – Elizabeth Skrzat, Executive Director

Executive Director Skrzat presented five options available to employees to obtain feedback from Directors and management. Those include a board suggestion box; management suggestion box; direct feedback through self-evaluations; speaking to their manager; and outsourced employee hotline.

Preliminary Vision – Elizabeth Skrzat, Executive Director

Executive Director Skrzat discussed the importance of prioritizing site plan goals to be grant ready, to increase foot traffic at the Waterwise Community Center Park & Gardens and to create pockets of engagement throughout the property.

PUBLIC COMMUNICATIONS – None.

DISCUSSION ITEMS

1. Employee Appreciation Committee.

Executive Director Skrzat explained the idea of forming an employee appreciation committee composed of hourly staff and supported by the District Board through an annual budget to fund supportive employee engagement. Also mentioned is the value in creating acknowledgements for milestone years of service. Director Sonnenberg supported the idea and described how his organization supported quarterly events/luncheons and that the committee changed annually. Director Grupposo added that there should be a framework to maintain popular events year-after-year for employees. Director Skrzat assured that management would work with staff to establish that framework.

It was moved and seconded to recommend that the Board authorize the formation of an Employee Appreciation Committee and to create a budget line-item for events commencing with the FY 2021/2022 Annual Budget.

Motion carried on 3-0-0-0 vote to recommend that the Board authorize the formation of an Employee Appreciation Committee and to create a budget line-item for events commencing with the FY 2021/2022 Annual Budget.

MOVED: Grupposo

SECOND: Hamilton

APPROVED: 3-0-0-0

AYES: Grupposo, Hamilton, and Sonnenberg

NOES: None

ABSTAIN: None

ABSENT: None

2. Board Priority Workshop.

Executive Director Skrzat requested that the Personnel Committee provide direction on the formation of a Board Priority Workshop. Director Grupposo recommended, and Directors Sonnenberg and Hamilton concurred that it would be best to discuss the issue in another 6-months. Therefore, Director Skrzat assured that the issue would be brought back to the Personnel Committee in Fall 2021 for discussion. No formal motion was taken.

ORAL REPORTS – None.

CLOSED SESSION – The Board recessed to closed session at 11:47 a.m. to consider the following closed session item:

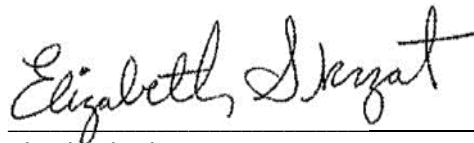
PUBLIC EMPLOYEE PERFORMANCE EVALUATION: Pursuant to Government Code Section 54957.
Title: Executive Director.

REPORTABLE ACTION – The meeting reconvened at 12:50 p.m. and had no reportable action.

ADJOURN

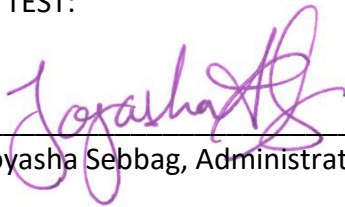
Director Grupposo adjourned the meeting at 12:50 p.m. to the next Regular Board Meeting of the Chino Basin Water Conservation District to be held on Monday, March 8, 2021 at 2:00 p.m. online at: <https://zoom.us/j/98961622935>.

APPROVED AND ADOPTED THIS 8TH DAY OF MARCH 2021.



Elizabeth Skrzat, Executive Director

ATTEST:



Toyasha Sebbag, Administrative Services Manager