



Big Bear Discovery Center  
CicLAvia

Executive Director Skrzat reviewed some of these organization's outreach programs and events. The purpose of examining these programs and events would aid the District with increase community outreach and participation goals.

Director Sonnenberg suggested additional ideas for utilizing the park to increase community outreach and participation.

Directors Grupposo and Hamilton both agreed with the ideas for new events hosted by the District.

### **DISCUSSION ITEMS**

#### **1. CBWCD Health Cap Readjustment.**

Executive Director Skrzat and staff recommends that the Committee review, discuss and recommend the board adopt the annual readjustment of the health benefit plan to be automatically calculated at 90% of the lowest Family HMO, Dental and Vision premium offered by the District effective January 1<sup>st</sup> of each year per Policy 32. Executive Director Skrzat informed the Committee that the current caps offered are at \$1685. This cap is below the 90% threshold laid out in Policy 32. The current cap would have to be raised to \$1755.45 to meet the 90% threshold. In addition, the Executive Director in consultation with the District's account firm want to propose that the cap be automatically increase on January 1<sup>st</sup> of each year to meet the requirements laid out in Policy 32.

**Motion carried on 3-0-0-0 vote to approve CBWCD Health Cap Adjustments 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

#### **2. RFP for Human Resources Services.**

Executive Director Skrzat informed the Committee that the staff recommendation is to review, discuss and recommend for board approval of a contract with the firm recommended by the review panel. Executive Director Skrzat reviewed the recommendations by the review panel of SDHR Consulting Services. The review included the contract parameters, cost of services and services offered. The recommendations of the

review panel and SDHR Consulting Services was to add a member of the Personnel Committee to the contact panel at the District that handles employee complaints. The current complaint panel will consist of the Executive Director, Administrative Services Manager, and a member of the Personnel Committee.

Director Gruposso recommended Director Hamilton to be the member of the Committee to sit on the contact panel.

**Motion carried on 3-0-0-0 vote to approve the Contract for Human Resource Services with SDHR Consulting and Recommend for Board approval.**

**MOVED: Sonnenberg**

**SECONDED: Gruposso**

**APPROVED: 3-0-0-0**

AYES: Gruposso, Hamilton, Sonnenberg

NOES: None

ABSTAIN: None

ABSENT: None

**CLOSED SESSION** – The Board recessed to closed session at 5:33 p.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 6:11 p.m. with a Reportable Action: Approval of Salary Adjustments to the Full Board for Merit Pay.**

**3. Adoption of 2020-2021 Classifications, Labor Grade and Hourly/Salary Ranges Schedule.**

Executive Director Skrzat and staff recommend the Committee review, discuss, and recommend board approval of the 2020-2021 classifications, labor grades and hourly/salary ranges schedule. Executive Director presented the new schedule and job classifications for the 2020-2021 fiscal year. Executive Director also informed the Committee of current job openings that are not scheduled to be filled as of yet.

**Motion carried on 3-0-0-0 vote to approve the FY 20-21 Budget Proposal.**

**MOVED: Sonnenberg                      SECOND: Hamilton                      APPROVED: 3-0-0-0**

AYES: Gruposso, Hamilton, Sonnenberg

NOES: None

ABSTAIN: None

ABSENT: None

**4. Policy Manual Update.**

Executive Director Skrzat informed the committee that the staff recommendations are to review, discuss and approval of Policy No. 25-1 and Policy No. 52 language updates. The Executive Director went over the new policy language added to both policies.

**Motion carried on 3-0-0-0 vote to approve Updated Language for Policy No. 25-1 and Policy No. 52 and forward to Board for Approval.**

**MOVED: Gruposso                      SECOND: Sonnenberg                      APPROVED: 3-0-0-0**

AYES: Gruposso, Hamilton, Sonnenberg

NOES: None

ABSTAIN: None

ABSENT: None

**ORAL REPORTS**

Executive Director Skrzat updated the Personnel Committee on the recruitment for the open positions of Administrative Services Manager and Part-time Bookkeeper. Executive Director Skrzat informed the Committee of a pause in the recruitment process until the conclusion of the stay at home order due to the Coronavirus. Once a return to work order has been given staff will resume the recruiting process.

**ADJOURN**

**Committee Chair Marc Gruposso adjourned the meeting at 6:14 p.m. to the next Regular Meeting of the Chino Basin Water Conservation District, to be held on June 8, 2020 at 10:00 a.m. at District Headquarters, located at 4594 San Bernardino Street, Montclair, CA 91763.**

**APPROVED AND ADOPTED THIS 3<sup>rd</sup> DAY of JUNE 2020**

  
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Elizabeth Skrzat, Executive Director

ATTEST:



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Daniel Lopez, Board Clerk/Administrative Coordinator