



different complaint scenarios. An introductory and instructional Zoom meeting will take place with staff on August 27 with staff and SDHR. On August 31 the Hotline System will be live. Executive Director Skrzat also informed the Committee on the process and course of actions when complaints are made through the hotline.

**Motion carried on 3-0-0-0 vote to approve San Diego Human Resource (SDHR) Consulting Hotline System.**

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

AYES: Grupposo, Hamilton, Sonnenberg  
NOES: None  
ABSTAIN: None  
ABSENT: None

**2. Policy Manual Update- Policy No. 47.**

Executive Director Skrzat and staff recommends that the Committee review, discuss and provide direction to staff regarding potential changes to District Policy No. 47. Executive Director Skrzat presented changes in categories subject to Director compensation. This includes reimbursable events and travel.

General Council wanted to review the categories, event list, and language prior to approval from the Committee.

**Motion carried on 3-0-0-0 vote to approve Policy Manual Update- Policy No 47 updated language with General Council's input.**

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

AYES: Grupposo, Hamilton, Sonnenberg  
NOES: None  
ABSTAIN: None  
ABSENT: None

**3. Policy Manual Update- Policy No. 44**

Executive Director Skrzat and staff recommends that the Committee review, discuss and provide direction to staff regarding potential changes to District Policy No. 44. When reviewing Policy No. 44, the Executive Director notice there was no District purchasing policy for equipment or professional services. The only purchasing policy is for bidding and contracts for construction only. The purpose of the update is to uniform procurement policies and avoid confusion from staff.

**Motion carried on 3-0-0-0 vote to approve Policy Manual Update- Policy No. 44. Final language to be reviewed by Personnel and Finance Committees.**

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

AYES: Gruposso, Hamilton, Sonnenberg  
NOES: None  
ABSTAIN: None  
ABSENT: None

**4. Chino Basin Water Conservation District's Central Story.**

Executive Director Skrzat and staff recommends that the Committee review, discuss and recommend to the Board the approval of the Central Story developed by staff. The development of the Central Story is to be utilized by Board and staff as a marketing tool when discussing the District with community members and leaders. The Community Programs Manager Maia Dean presented the Central Story developed by staff. The presentation covered the main functions of the District and the services provided to the public.

**Motion carried on 3-0-0-0 vote to approve Chino Basin Water Conservation District's Central Story and recommend Board Approval.**

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

AYES: Gruposso, Hamilton, Sonnenberg  
NOES: None  
ABSTAIN: None  
ABSENT: None

**5. 2020-2021 Classification & Compensation Schedule.**

Executive Director Skrzat and staff recommends that the Committee review, discuss and approve a revised Classification and Compensation Schedule for FY 2020-2021. Executive Director Skrzat presented the revisions to the schedule.

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

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

AYES: Gruposso, Hamilton, Sonnenberg  
NOES: None  
ABSTAIN: None  
ABSENT: None

**6. Metrics Reports.**

Executive Director Skrzat and staff recommends that the Committee review, discuss and provide feedback to staff on the Quarterly Metrics. Executive Director Skrzat presented the Committee with options regarding Metrics reporting in a visual format.

**No Vote Taken on Discussion Item #6**

**CLOSED SESSION** – None

**ORAL REPORTS** – None

**ADJOURN**

**Committee Chair Marc Grupposo adjourned the meeting at 5:02 p.m. to the next Board Meeting of the Chino Basin Water Conservation District, to be held on September 14, 2020 at 10:00 a.m. at District Headquarters, located at 4594 San Bernardino Street, Montclair, CA 91763 or Via Zoom Meetings.**

APPROVED AND ADOPTED THIS 14<sup>th</sup> DAY of SEPTEMBER 2020

  
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Elizabeth Skrzat, Executive Director

ATTEST:



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Daniel Lopez, Board Clerk/Administrative Coordinator