



PERSONNEL COMMITTEE MEETING

Chino Basin Water Conservation District
District Office
4594 San Bernardino Street
Montclair, CA 91763
and Online via Zoom

Thursday, October 22, 2020

MINUTES

CALL TO ORDER – Committee Chair Grupposo called the meeting to order at 4:30 p.m.

ROLL CALL

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

Committee Members Absent: None

General Counsel Present: Leland McElhaney, Esq.

Staff Present: Executive Director Elizabeth Skrzat
Administrative Services Manager Toyasha Sebbag

PUBLIC COMMUNICATIONS – None.

PRESENTATIONS – None.

DISCUSSION ITEMS

1. Conflict of Interest Code Update.

Executive Director Elizabeth Skrzat presented the item to the Personnel Committee and explained that the District is required to review its Conflict of Interest Code biennially in the even-numbered years, per California state law. Ms. Skrzat explained that during the review the District found it necessary to revise the code to reflect the changes made in job titles and positions, which were reflected in Resolution No. 2020-09. Executive Director Skrzat presented

Resolution No. 2020-09 for the Committee's review and consideration to move for Board approval at the next regularly scheduled meeting.

Ms. Skrzat directed the Committee to Exhibit "B" which lists the changes in the designated positions. The following positions were removed: Deputy Executive Director, Senior Project Manager, Conservation Specialist II, and Administrative Assistant. The Deputy Executive Director was replaced with the Administrative Services Manager position, and the Senior Project Manager was replaced with the Facilities & Operations Manager.

The Personnel Committee approved the motion and requested that staff present Resolution No. 2020-09 at the next regularly scheduled Board Meeting.

Motion carried on 3-0-0-0 vote to approve the Conflict of Interest Code Update

MOVED: Grupposo

SECOND: Sonnenberg

APPROVED: 3-0-0-0

AYES: Grupposo, Hamilton, Sonnenberg

NOES: None

ABSTAIN: None

ABSENT: None

2. District Signatory.

Executive Director Elizabeth Skrzat presented the item to the Personnel Committee for their review and recommendation of Board approval. Executive Director Skrzat explained that District Policy No. 18 addresses authorized signatories on specified District accounts. Director Skrzat recommended that the current policy be modified to reflect recent staff changes which would replace the Deputy Executive Director position with the Administrative Services Manager position. The Administrative Services Manager would now have signatory authority under the Petty Cash, LAIF Investments, and CalTRUST Investment accounts upon written and/or email approval from the Executive Director, Board President, or Board Treasurer.

Committee Chair Marc Grupposo made a motion to approve this item and Director Hamilton seconded the motion.

Director Sonnenberg asked whether or not this item needed to be presented before the Finance Committee. Executive Director Skrzat stated that it could if that is what the Personnel Committee would like and asked for guidance from General Counsel, Leland McElhaney. Mr. McElhaney stated that the Finance Committee could review the item at the discretion of the Personnel Committee, but as a personnel authority matter it is properly being presented before the Personnel Committee. Director Sonnenberg stated that he wanted to confirm that it was not a requirement to present this item to the Finance Committee and was fine to proceed with the motion. Mr. McElhaney suggested informing the chairman of the Finance Committee and inquire whether they had interest in this item being presented before them as well, prior to going for Board approval. Committee Chair Grupposo stated that he was fine with moving forward with the motion due to the Board of Directors being aware of the change in staff

positions from Deputy Executive Director to Administrative Services Manager and it not being a major change; Director Sonnenberg agreed.

The Personnel Committee approved the motion, and the item will be presented for approval at the next regularly scheduled Board Meeting.

Motion carried on 3-0-0-0 vote to approve the District Signatory.

MOVED: Gruposso

SECOND: Hamilton

APPROVED: 3-0-0-0

AYES: Gruposso, Hamilton, Sonnenberg

NOES: None

ABSTAIN: None

ABSENT: None

3. Policy and Procedure Manual Update – Policy No. 47.

Executive Director Elizabeth Skrzat presented the item to the Personnel Committee for their review and recommendation of Board approval of changes to District Policy No. 47. The changes would include revising Exhibit A to Policy No. 47 to better reflect the types of events that Board members attend. Executive Director Skrzat directed the Personnel Committee to Exhibit A, Option 2, to review the changes made under “Category B: Other Local Events”. The change was recommended by General Counsel McElhaney and included specific language in reference to the Board of Directors attending these specific meetings, stating: “...provided there is reasonable expectation that a member’s attendance will directly advance or promote District goals or objectives”. Director Skrzat stated that the purpose of revising the language was to satisfy the Personnel Committee’s request of having a balance between fiscal control and the Board’s desire to do outreach.

Executive Director Skrzat directed the Personnel Committee to Category C and indicated that after further discussion with General Counsel McElhaney additional organizations were added to the list. These additional organizations include Cal Trust, Cucamonga Valley Water District, LAIF, Monte Vista Water District, and Southern California Recycled Water Taskforce.

The Personnel Committee approved the motion, and the item will be presented for approval at the next regularly scheduled Board Meeting.

Motion carried on 3-0-0-0 vote to approve the List of Comparator Agencies for the Classification and Compensation Study

MOVED: Gruposso

SECOND: Sonnenberg

APPROVED: 3-0-0-0

AYES: Gruposso, Hamilton, Sonnenberg

NOES: None

ABSTAIN: None

ABSENT: None

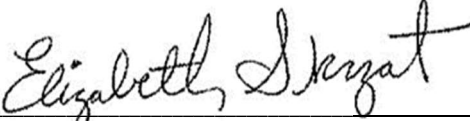
ORAL REPORTS – None.

CLOSED SESSION – None.

ADJOURN

Committee Chair Marc Grupposo adjourned the meeting at 4:52 p.m. to the next Board Meeting of the Chino Basin Water Conservation District, to be held on November 9, 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 9th day of NOVEMBER 2020.



Elizabeth Skrzat, Executive Director

ATTEST:



Alicia Fernandez, Acting Board Clerk/Administrative Coordinator