



Those persons wishing to speak on any item included on the agenda should contact the Acting Sr. Administrative Assistant via email at [afernandez@cbwcd.org](mailto:afernandez@cbwcd.org) or contact the District office at (909) 626-2711 at least two hours prior to the advertised starting time of the meeting. During the Public Communications Section, each person's name will be called.

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Link: <https://zoom.us/j/8202857917>

Call In: +1 669 900 6833 US (San Jose)  
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Meeting ID: 820 285 7917

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**PERSONNEL COMMITTEE MEETING**

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

Thursday, February 18, 2021

11:00 a.m.

**A G E N D A**

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**CALL TO ORDER**

**ROLL CALL**

Personnel Committee Members: Committee Chair Marc Grupposo, Directors Margaret Hamilton and Ryan Sonnenberg.

**ADDITIONS OR CHANGES TO THE AGENDA**

*In accordance with Section 54954.2 of the Government Code (Brown Act), a two-thirds vote (or unanimous vote if less than two-thirds are present), is required to add an item for action,*

***provided that there is a need to take immediate action and that the need for action came to the attention of the agency after the agenda was posted.***

**PRESENTATIONS** – None.

**PUBLIC COMMUNICATIONS**

***This is the time and place for the general public to address the Personnel Committee. Due to Brown Act requirements, action will not be taken on any issues not on the Agenda; however, the Personnel Committee may refer comments and concerns to staff or request the item be placed on a future agenda. In accordance with District Resolution No. 2020-05: Decorum During Public Meetings, each speaker shall be allotted five (5) minutes of time to address the Committee.***

**DISCUSSION ITEMS**

**1. Employee Appreciation Committee.**

Report by: Elizabeth Skrzat, Executive Director  
Toyasha Sebbag, Administrative Services Manager

RECOMMENDATION: Review, discuss, and provide recommendations on the formation of an Employee Appreciation Committee.

**2. Board Priority Workshop.**

Report by: Elizabeth Skrzat, Executive Director  
Toyasha Sebbag, Administrative Services Manager

RECOMMENDATION: Review, discuss, and provide recommendations concerning a Board Priority Workshop.

**CLOSED SESSION**

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

**ADJOURN**

The Personnel Committee will adjourn to the next Regular Meeting of the Chino Basin Water Conservation District, to be held on March 8, 2021 at 2:00 p.m. online at: <https://zoom.us/j/98961622935>.

I, Alicia Fernandez, Acting Sr. Administrative Assistant of the Chino Basin Water Conservation District, do hereby certify that a copy of this agenda has been posted by 11:00 a.m. on February 15, 2021.

A handwritten signature in black ink, appearing to read "Alicia Fernandez". The signature is written in a cursive style with a large, looping initial "A".

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Alicia Fernandez, Acting Sr. Administrative Assistant









**STAFF REPORT**  
**CHINO BASIN WATER CONSERVATION DISTRICT**  
**PERSONNEL COMMITTEE MEETING**

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**MEETING DATE:** February 18, 2021 **AGENDA ITEM:** DI 1

**FROM:** Elizabeth Skrzat, Executive Director  
Toyasha Sebbag, Administrative Services Manager

**SUBJECT:** Employee Appreciation Committee

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**RECOMMENDATION**

Staff recommends that the Personnel Committee review, discuss, and provide recommendations on the formation of an Employee Appreciation Committee.

**FISCAL IMPACT**

The key to success for an Employee Appreciation Program is the Board's commitment of resources. During the budgeting process, funds should be earmarked for the program. District managers dedicate the resources—including the time it takes to plan and execute a program—to enable hourly staff the ability to run the program.

**BACKGROUND**

In the spring of 2019, Management Partners was retained to provide services to the District and in that regard conducted an employee survey on staff priorities. An idea that formed from the employee survey was creating an Employee Appreciation Committee comprised of hourly staff whose goal would be to plan employee appreciation events throughout the year. Currently, employee appreciation activities fall on one person alone. In conversations with management, multiple members of staff expressed a desire to have agency over the types of appreciation programs that the District creates, including a winter and summer event, monthly birthday acknowledgements at staff meetings, and small acknowledgements for milestone years of service. Additionally, the committee could plan a welcoming onboarding process for new members of staff.

**ISSUES/ANALYSIS**

Employees not only want good pay and benefits; they also want to be treated fairly, to make a substantial contribution to the organization through their work, and to be valued and

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Subject: Employee Appreciation Committee

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appreciated for their efforts. To show appreciation, many employers implement Employee Appreciation Programs that are designed to thank employees for a variety of achievements.

The Employee Appreciation Committee is recommended to be comprised of hourly staff from each department and will be asked to serve on the Committee for one year. Ideally, the Committee would be responsible for planning internal employee celebrations, such as the annual holiday party, and for creating programs that recognizes employees' years of services, along with other career accomplishments.







**STAFF REPORT  
CHINO BASIN WATER CONSERVATION DISTRICT  
PERSONNEL COMMITTEE MEETING**

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**MEETING DATE:** February 18, 2021 **AGENDA ITEM:** DI 2

**FROM:** Elizabeth Skrzat, Executive Director  
Toyasha Sebbag, Administrative Services Manager

**SUBJECT:** Board Priority Workshop

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**RECOMMENDATION**

Staff recommends that the Personnel Committee review, discuss, and provide recommendations concerning a Board Priority Workshop.

**FISCAL IMPACT**

Potential cost of approximately \$6,000 from Acct No. 51300: Consulting Fees for the engagement of a consultant to run the workshop and write a report.

**BACKGROUND**

At an April 2019 Board Workshop, the Board participated in a conversation facilitated by Cynthia Kurtz of Management Partners concerning Board priorities for FY 2019/2020 and 2020/2021. At that time, the following four Board priorities were identified:

1. Prepare for upcoming LAFCO review.
2. Foster good relationships with other agencies.
3. Develop new resources so the District can expand programming.
4. Confluence Project – make decisions regarding the next steps.

**ISSUES/ANALYSIS**

The Board's priorities were meant to be in place for two fiscal years, which ends in June of 2021. This topic is up for discussion to address if the Personnel Committee would want to recommend engaging a consultant for a new workshop to re-examine the priorities for the next two fiscal years.