



Those persons wishing to speak on any item included on the agenda should fill out a Request to Speak” form (name and address optional), which is available in the Board Room and submit it to the Interim Senior Administrative Assistant. If you have any questions, you can contact the Interim Senior Administrative Assistant via email at lgureshi@cbwcd.org or contact the District office at (909) 626-2711.

The Chino Basin Water Conservation District complies with the Americans with Disabilities Act and amendments thereto. If you require special assistance to participate in this meeting or if you desire a copy of the Agenda in an alternate format, please contact the District’s office at (909) 626-2711, at least 48 hours prior to the advertised starting time of the meeting.

PERSONNEL COMMITTEE MEETING

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

Monday, March 28, 2022

2:00 p.m.

A G E N D A

CALL TO ORDER and FLAG SALUTE

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 Personnel Committee.

DISCUSSION ITEMS

1. Administrative Coordinator / Board Clerk Job Description and Reclassification

Report by: Elizabeth Skrzat, General Manager

RECOMMENDATION: Review, discuss, and recommend Board approval of replacing the Senior Administrative Assistant position at Labor Grade 126 with Administrative Coordinator / Board Clerk position at Labor Grade 139, including approving the revised job description for the Administrative Coordinator / Board Clerk.

2. Fiscal Year 2022-2023 Cost of Living Adjustment (COLA)

Report by: Elizabeth Skrzat, General Manager

RECOMMENDATION: Review, discuss, and recommend that the Board approve the implementation of a Cost-of-Living Adjustment (COLA) for all permanent personnel, effective January 1, 2023, and approve a modified Classification and Compensation Chart and Salary Step Chart to implement the Cost-of-Living Adjustment.

3. Conservation Programs Department Staffing Changes

Report by: Elizabeth Skrzat, General Manager

RECOMMENDATION: Review, discuss, and recommend that the Board approve the restructuring of the Conservation Programs Department, both in terms of staffing and in terms of programming.

ORAL REPORTS

Committee Chair Marc Gruposso – Board Suggestion Box

CLOSED SESSION – Government Code section 54957.6, discussion re: salary schedule

ADJOURN

The Personnel Committee will adjourn to the next Regular Meeting of the Chino Basin Water Conservation District, which will be held on, April 11, 2022.

I, Lovely Qureshi, Interim Senior Administrative Assistant of the Chino Basin Water Conservation District, do hereby certify that a copy of this agenda has been posted by 2:00 p.m. on March 25, 2022.



Lovely Qureshi, Interim Senior Administrative Assistant