



Those persons wishing to speak on any item included on the agenda should fill out and submit to the Administrative Assistant a “Request to Speak” form (name and address optional), which is available in the Conference Room.

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PERSONNEL COMMITTEE MEETING

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

Friday, March 31, 2020

9:00 a.m.

A G E N D A

CALL TO ORDER

ROLL CALL

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

PRESENTATIONS:

1. Quarterly Strategic Plan Review: Changes to Conservation Programs for FY 20-21

Report by: Scott Kleinrock, Conservation Programs Manager and
Elizabeth Skrzat, Executive Director

PUBLIC ACCESS

Online Access

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

Telephone Access

Meeting ID: 820-285-7917

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PUBLIC COMMUNICATIONS

This is the time and place for the general public to address the Personnel Committee about subjects that do not appear elsewhere on the agenda. 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.

DISCUSSION ITEMS

1. Quarterly Strategic Plan Review – Reporting Metrics

Report by: Elizabeth Skrzat, Executive Director

RECOMMENDATION: Review and discuss metrics presented in the Board Packet. Discuss potential Key Performance Indicators for the District and provide direction to staff.

2. Changes to the Policy & Procedure Manual

Report by: Elizabeth Skrzat, Executive Director

RECOMMENDATION: Review and discuss legal counsel's edits to Policies No.: 25-1, 29, 38, 52, and 56, and the addition of two new policies, 57 and 58, required by law in 2020. If approved, direct staff to present to the Board of Directors for consideration April 13, 2020.

3. POTENTIALLY – Initial Quotes & Scope of Work for Employee Workshop and Class & Comp Study

Report by: Elizabeth Skrzat: Executive Director

RECOMMENDATION: Review and discuss quotes and scope of work for an Employee Workshop and a Class and Comp study and give direction to staff.

CLOSED SESSION

CONFERENCE WITH LEGAL COUNSEL. Pursuant to Government Code Section 54957(b)(1) and (3) personnel matters, exclusion of witnesses; and section 54957.6 employee salaries/benefits.

ADJOURN

The Personnel Committee will adjourn to the next Regular Meeting of the Chino Basin Water Conservation District, which will be held on April 13, 2020 at 10:00 a.m. at District Headquarters.

I, Daniel Lopez, Board Clerk/Administrative Coordinator of the Chino Basin Water Conservation District, do hereby certify that a copy of this agenda has been posted by 9:00 a.m. on Saturday, March 28, 2020.



Daniel Lopez, Board Clerk/Administrative Coordinator