

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 meeting room and submit it to Dena Lamarque, Board Clerk/Administrative Coordinator. If you have any questions, you can contact the Board Clerk/Administrative Coordinator via email at dlamarque@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

Tuesday, April 25, 2023

3:30 p.m.

AGENDA

CALL TO ORDER and FLAG SALUTE

ROLL CALL

Personnel Committee Members: Committee Chair Ryan Sonnenberg, Directors Kati Parker, and Gil Aldaco.

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. Changes to Policy No. 38: Vacations and Policy No. 39: Holidays

Report by: Elizabeth Skrzat, General Manager

RECOMMENDATION: Review, discuss, and recommend Board approval of changes to Policy No. 38: Vacations and Policy No. 39: Holidays.

2. Fiscal Year 2023-2024 Cost of Living Increase

Report by: Elizabeth Skrzat, General Manager

RECOMMENDATION: Review, discuss, and recommend Board approval of a Cost-of-Living increase for Fiscal Year 2023-2024.

3. Compensation Schedule and Salary Step Chart for Fiscal Year 2023-2024

Report by: Elizabeth Skrzat, General Manager

RECOMMENDATION: Review, discuss, and recommend Board adoption of the Annual Budget for Fiscal Year 2023-2024.

4. Job Descriptions for Administrative Assistant I, Landscape Maintenance Worker III, and Part-Time Receptionist

Report by: Elizabeth Skrzat, General Manager

RECOMMENDATION: Review, discuss, and recommend Board adoption of the job descriptions for the Administrative Assistant I, Landscape Maintenance Worker III, and Part-Time Receptionist.

ORAL REPORTS

Board Suggestion Box

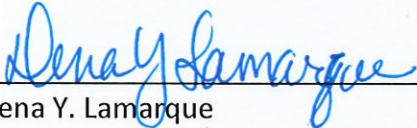
CLOSED SESSION

PUBLIC EMPLOYEE PERFORMANCE REVIEW: Pursuant to Government Code Section 54957.
Title: General Manager.

ADJOURN

The Personnel Committee will adjourn to the next Regular Meeting of the Chino Basin Water Conservation District Board, to be held on May 8, 2023 at 2:00 pm at District Headquarters, located at 4594 San Bernardino Street, Montclair, CA 91763.

I, Dena Lamarque, Board Clerk/Administrative Coordinator of the Chino Basin Water Conservation District, do hereby certify that a copy of this agenda has been posted by 3:30 p.m. on Friday, April 21, 2023.



Dena Y. Lamarque
Board Clerk/Administrative Coordinator