



**PERSONNEL COMMITTEE MEETING**

**CHINO BASIN WATER CONSERVATION DISTRICT  
District Office  
4594 San Bernardino Street  
Montclair, CA 91763**

**Friday: March 6, 2020**

**M I N U T E S**

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**INVOCATION**- Committee Chair Grupposo called meeting to order at 4:35p.m.

**CALL TO ORDER** – Committee Chair Grupposo

**ROLL CALL**

Committee Members Present: Committee Chair Marc Grupposo  
Director Ryan Sonnenberg

Committee Members Absent: Director Margaret Hamilton

Staff Present: Deputy Executive Director Kristen Weger

Visitors Present: None.

**PUBLIC COMMUNICATIONS** – None.

**DISCUSSION ITEMS**

**1. Organizational Chart and Job Description Changes**

Report by: Elizabeth Skrzat, Executive Director

**RECOMMENDATION:** Review, discuss and approve changes to the CBWCD Organizational Chart, job descriptions, FY 19-20 salary classification, and District Policy No. 17.

Executive Director Skrzat presented three options for the Organizational Chart. Option 1 changes the Deputy Executive Director to Administrative Services Manager and leaves everything as is. Option 2 combines department managers and staff into large groups and the last option has managers separated from team members.

Director Grupposo preferred option 3 along with Director Sonnenberg. Both Directors also wanted to offer the board another option, so option two was also approved to be presented to the board.

Executive Director Skrzat then presented the job description of the Administrative Manager, salary and duties. Both Directors approved of the position title, salary grade, salary range and job description. Director Grupposo then put forward a proposal to have a class and comp study completed for the position. Grupposo directed Executive Director to consult with counsel and report back to the committee. Executive Director Skrzat the asked if the committee approved of the changes to the positions of Community Programs Manager, Conservation Programs Manager and Facilities and Operations Managers. The committee approved of the changes that has these managers now report to the Executive Director. Then Executive Director presented the changes to District policy 17 which allows the Administrative Manager to negotiate and execute contracts or purchases \$0-\$600. The committee approved of this change. Grupposo motioned to approve votes on District 17, and the changes to the job descriptions for the managers. Both Directors voted in the affirmative for all measures. Director Hamilton was absent for these votes. Director Sonnenberg di raise the issue of the title of the Landscape Worker II. Since the position now reports to the Conservation Programs Manager, Director Sonnenberg felt that the position' title could cause confusion and Director Grupposo agreed. Executive Director Skrzat stated would present another position title for that job. In conclusion Director Grupposo proposed that district staff attend an employee workshop.

## 2. **Request for Proposal (RFP) - Human Resource Services**

Report by: Elizabeth Skrzat, Executive Director

RECOMMENDATION: Review, discuss, and approve the release of the Request for Proposals for Human Resources Consultant Services.

Executive Director Elizabeth Skrzat reported the recommendation to the committee was to review and discuss the Request for Proposal (RFP) for Human Resources Consultant Services and if approved direct staff to report to the board for consideration on Monday, March 9, 2020. If the district elects to hirer a consultant, the estimated fiscal impact would range between \$800- \$2000 monthly. Once a consultant was chosen the specific cost would be realized. The Background for hiring of a Human Resource consultant services was the recommendation of the Consulting Team International. This recommendation came after interviewing the staff and the board members of the district. This action was requested by the staff of the district, particularly the use of an offsite hotline telephone services. The hotline services would handle complaints, investigations and conflict resolutions. The scope of work listed in the RFP, show four items, 1. Phone hotline services 2. Investigative Services 3. Conflict Resolution Services 4. In person Training Sessions.

Director Grupposo asked if this was Dr. McAfee's group? Executive Director Skrzat stated this was the recommendation of Dr. McAfee's group to hire Human Resource Consulting Services for the district. Grupposo would like the Executive Director to contact Dr. McAfee to inquire his firms cost for hotline services at a lower cost. In addition, Grupposo asked if the RFP includes an action regarding form (ACWA, JPIA) etc.? Executive Director said that action could be included in the RFP is the committee desires.

Grupposo Motioned to Vote to approve the RFP and present to the Board. Voted was taken with two yes votes. Director Hamilton was absent. Motion was approved

**CLOSED SESSION**- The Committee meeting closed session at 4:40 pm to discuss personnel matters. Pursuant to Government Code Section 54957(b)(1) and (3) personnel matters, exclusion of witnesses; and section 54957.6 employee salaries/benefits.

The closed session meeting concluded with, No reportable action.

**ADJOURN:**

The Personnel Committee adjourn the meeting at 5:35p.m. to the next Regular Meeting of the Chino Basin Water Conservation District, to be held on March 9, 2020 at 10:00 a.m. at District Headquarters, located at 4594 San Bernardino Street, Montclair, CA 91763

APPROVED AND ADOPTED THIS 19th DAY OF FEBRUARY 2020.



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Elizabeth Skrzat, Executive Director

ATTEST:



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Daniel Lopez, Board Clerk/Administrative Coordinator