



PERSONNEL COMMITTEE MEETING

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

Monday March 28, 2022

M I N U T E S

CALL TO ORDER and FLAG SALUTE – Committee Chair Grupposo called the meeting to order at 2:00 p.m. and led the audience in the flag salute.

ROLL CALL

Committee Members Present: Committee Chair Marc Grupposo
 Director Margaret Hamilton
 Director Ryan Sonnenberg

Committee Members Absent: None.

General Counsel Present: None.

Staff Present: General Manager Elizabeth Skrzat
 Interim Senior Administrative Assistant Lovely Qureshi
 Conservation Programs Manager Scott Kleinrock

Guests Present: None.

ADDITIONS OR CHANGES TO THE AGENDA – None.

PRESENTATIONS -None.

PUBLIC COMMUNICATIONS

Committee Chair Grupposo opened the Public Comment period and requested that Interim Senior Administrative Assistant Lovely Qureshi announce any requests received to provide public comment.

No public comments were made.

DISCUSSION ITEMS

1. Administrative Coordinator/ Board Clerk Job Description and Reclassification

Staff report and PowerPoint presentation was given by General Manager Elizabeth Skrzat.

Director Sonnenberg suggested that the Labor Grade to be different than 139 to another classification

General Manager changed the original recommendation from Labor Grade 139 to 138.

A motion was made by Committee Chair Grupposo and seconded by Director Sonnenberg to recommend Board approval of the Labor Grade and a title change for the Senior Administrative Assistant to Board Clerk at Labor Grade 138.

Motion carried on 3-0-0-0 vote to recommend Board approval of the Board Clerk Position at Labor Grade 138

MOVED: Grupposo

SECONDED: Sonnenberg

APPROVED: 3-0-0-0

AYES: Grupposo, Hamilton, Sonnenberg

NOES: None

ABSTAIN: None

ABSENT: None

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

Staff report and PowerPoint presentation was given by General Manager Elizabeth Skrzat.

Committee Chair Sonnenberg did not want to pass a floor and ceiling COLA percentage due to the uncertainty of the district's future budget.

A motion was made by Committee Chair Grupposo and seconded by Director Sonnenberg, recommending Finance Committee and Board approval of a Cost-of-Living Adjustment (COLA) for January 1, 2023.

Motion carried on 3-0-0-0 vote for the Implementation of a COLA or all permanent personnel effective January 1, 2023

MOVED: Grupposo

SECONDED: Sonnenberg

APPROVED: 3-0-0-0

AYES: Grupposo, Hamilton, Sonnenberg

NOES: None

ABSTAIN: None

ABSENT: None

3. Conservation Programs Department Staffing Changes

Staff report and PowerPoint presentation was given by General Manager Elizabeth Skrzat and Conservation Programs Manager Scott Kleinrock.

Scott Kleinrock detailed a number programmatic changes and one staffing change that he would like to make. Mr. Kleinrock recommended discontinuing the Landscape Design Assistance program in its current incarnation at the start of the next fiscal year. His reasoning was that even at its most productive, it can only serve a small number of people per year due to the need for significant one-on-one interaction with each constituent served. In the meantime, it occupies a significant amount of highly specialized staff time that could better be used on projects that serve thousands of constituents rather than dozens of constituents. Staff would concentrate on creating deep content, detailed information about how to install waterwise landscapes, either by being successful in hiring and managing a contractor or by using the “DIY” route.

Additionally, Mr. Kleinrock would like to increase workshops available to homeowners and develop curriculum for professional landscapers related to horticulture and plant maintenance, and create a volunteer program for the garden, all of which would be possible by reclassifying the Landscape Conservation Worker II into a Conservation Tech II, who is currently working out of class, but whose role could be expanded. Mr. Kleinrock pointed out that in serving the professional market, the District could have the ability to reach tens of thousands of landscapes, increasing our impact by an order of magnitude.

A motion was made by Committee Chair Grupposo and seconded by Director Sonnenberg to recommend Board approval of the Conservation Department programs and staffing changes.

Motion carried on 3-0-0-0 vote to recommend Conservation Programs Department Staffing Changes

MOVED: Grupposo

SECONDED: Sonnenberg

APPROVED: 3-0-0-0

AYES: Grupposo, Hamilton, Sonnenberg

NOES: None

ABSTAIN: None

ABSENT: None

ORAL REPORTS – None.

Committee Chair Marc Grupposo- Board Suggestion Box- None.

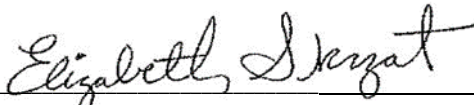
CLOSED SESSION – Government Code section 54957.6, discussion re: salary schedule

REPORTABLE ACTION – None.

ADJOURN

Committee Chair Marc Grupposo adjourned the meeting at 3:56 p.m. to the next Regular Meeting of the Chino Basin Water Conservation District, to be held on April 11, 2022, at 2:00 p.m. at District Headquarters, located at 4594 San Bernardino Street, Montclair, CA 91763.

APPROVED AND ADOPTED THIS 11th DAY of APRIL 2022.



Elizabeth Skrzat, General Manager

ATTEST:



Lovely Qureshi, Interim Senior Administrative Assistant