



PERSONNEL COMMITTEE MEETING

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

Thursday, June 3, 2021

MINUTES

CALL TO ORDER – Committee Chair Grupposo called the meeting to order at 11:01 a.m.

ROLL CALL

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

Committee Members Absent: None.

General Counsel Present: Leland McElhaney, Esq.

Staff Present: Executive Director Elizabeth Skrzat
 Administrative Services Manager Toyasha Sebbag
 Senior Administrative Assistant Jerry Mireles
 Program Educator Jenna Hoover
 Conservation Specialist Brandon Burgess
 Program Educator William Mercado
 Community Programs Specialist Monica Curiel

Guests Present: None.

ADDITIONS OR CHANGES TO THE AGENDA – None.

PRESENTATIONS

Program Educator Jenna Hoover gave a presentation on the subject of tribal land acknowledgements, which is an act of reconciliation that involves making a statement recognizing the traditional territory of indigenous people. Personnel Committee commended staff on its presentation. After a brief discussion, Executive Director Elizabeth Skrzat reported the item will be added to the Regular Board meeting agenda for further review in late summer.

PUBLIC COMMUNICATIONS – None.

DISCUSSION ITEMS

1. Updates to CBWCD Community Programming

Executive Director Elizabeth Skrzat presented the item to the Personnel Committee to review, discuss and provide direction to staff regarding the update to CBWCD community programming.

Director Sonnenberg commended staff on its presentation.

Committee Chair Grupposo asked how the Community Programs Department plans to grow their fan base. Ms. Skrzat responded staff plans to focus on planning and participating in key large-scale events instead of catering to a small audience.

No motions or votes were made.

2. Employee Appreciation Committee.

Conservation Specialist Brandon Burgess presented the item to the Personnel Committee to review, discuss and provide direction to staff regarding the Employee Appreciation Committee Articles of Incorporation. Articles of Incorporation (Articles) includes two (2) annual events, an “Employee of the Year” award, the winner to be chosen by hourly staff, and a years-of-service award compensation program.

Committee Chair Grupposo, Director Hamilton and Director Sonnenberg recommended proceeding forward with the Articles. Director Sonnenberg asked for a clarifying question regarding the Fiscal Year 2021-22 budget.

Committee Chair Grupposo made a motion that was seconded by Director Sonnenberg to recommend Articles of Incorporation for the Employee Appreciation Committee for Board approval.

Motion carried on 3-0-0-0 vote to recommend that the Board approve recommended Articles of Incorporation for the Employee Appreciation Committee.

MOVED: Grupposo

SECONDED: Sonnenberg

APPROVED: 3-0-0-0

AYES: Grupposo, Hamilton, Sonnenberg

NOES: None

ABSTAIN: None

ABSENT: None

3. FY 2021-22 Classifications, Labor Grades, and Hourly/Salary Ranges and Steps.

Executive Director Skrzat presented the item to the Personnel Committee to review, discuss and provide direction to staff regarding FY 2021-22 Classifications, Labor Grades, and Hourly/Salary Ranges and Steps.

Committee Chair Gruposso moved that the meeting reconvene in Closed Session.

ORAL REPORTS

Committee Chair Gruposso reported there were no recommendations submitted in the Board Suggestion Box.

CLOSED SESSION – The Personnel Committee recessed to closed session at 11:53 a.m. to consider the following closed session items:

PUBLIC EMPLOYMENT: Pursuant to Government Code Section 54957.6 Public Employees' Salaries/Benefits.

PUBLIC EMPLOYEE PERFORMANCE EVALUATION: Pursuant to Government Code Section 54957. Title: Executive Director.

REPORTABLE ACTION – The meeting reconvened at 1:02 p.m. and General Counsel McElhane reported the Committee unanimously agreed to recommend that the Board to approve a COLA increase of 2.25% to be effective January 1, 2022, and recommend changes to the contract between the District and Executive Director. The Personnel Committee recessed to closed session at 1:04 p.m. to continue discussing the closed session items. The meeting reconvened at 1:53 p.m. and Committee Chair Gruposso had nothing further to report.

ADJOURN

Committee Chair Marc Gruposso adjourned the meeting at 1:53 p.m. to the next Regular Meeting of the Chino Basin Water Conservation District, to be held on July 12, 2021, at 2:00 p.m. online at: <https://zoom.us/j/98961622935>.

APPROVED AND ADOPTED THIS 12th DAY of July 2021.



Elizabeth Skrzat, Executive Director

ATTEST:



Jerry Mireles, Senior Administrative Assistant