



PERSONNEL COMMITTEE MEETING

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

Monday, August 16, 2021

M I N U T E S

CALL TO ORDER – Committee Chair Grupposo called the meeting to order at 2:00 p.m.

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
 Administrative Services Manager Toyasha Sebbag
 Senior Administrative Assistant Jerry Mireles
 Community Programs Manager Maia Dean
 Community Programs Specialist Monica Curiel

Guests Present: None.

ADDITIONS OR CHANGES TO THE AGENDA – None.

PRESENTATIONS -None.

PUBLIC COMMUNICATIONS – None.

DISCUSSION ITEMS

1. **FY 21-22 Classification and Labor Grade Schedule Update and Program Educator I/II Job Description**

General Manager Elizabeth Skrzat presented the item to the Personnel Committee to review, discuss and recommend Board approval of proposed updates to the FY 21-22 classification and labor grade schedule and the Program Educator I/II job description.

Committee Chair Grupposo made a motion that was seconded by Director Sonnenberg to recommend Board approval of proposed updates to the FY 21-22 classification and labor grade schedule.

Motion carried on 3-0-0-0 vote to recommend that the Board approve proposed updates to the FY 21-22 classification and labor grade schedule and the Program Educator I/II job description

MOVED: Grupposo

SECONDED: Sonnenberg

APPROVED: 3-0-0-0

AYES: Grupposo, Hamilton, Sonnenberg

NOES: None

ABSTAIN: None

ABSENT: None

2. Policy & Procedure Manual Update – Policy 59 – Public Record Request Policy

Senior Administrative Assistant Jerry Mireles presented the item to the Personnel Committee to review, discuss and recommend Board approval of District Policy No. 59, Public Record Request.

Committee Chair Grupposo made a motion that was seconded by Director Sonnenberg to recommend Board approval of District Policy No. 59, Public Record Request.

Motion carried on 3-0-0-0 vote to recommend that the Board approve District Policy No. 59, Public Record Request.

MOVED: Grupposo

SECONDED: Sonnenberg

APPROVED: 3-0-0-0

AYES: Grupposo, Hamilton, Sonnenberg

NOES: None

ABSTAIN: None

ABSENT: None

ORAL REPORTS – None.

CLOSED SESSION – The Personnel Committee recessed to closed session at 2:11 p.m. to consider the following closed session items:

CONFERENCE WITH LEGAL COUNSEL. Anticipated litigation. Significant exposure to litigation pursuant to Government Code Section 54956.9(d)(2).

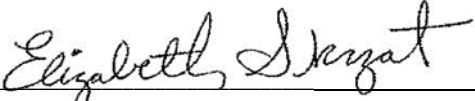
CONFERENCE WITH LEGAL COUNSEL. Pursuant to Government Code Section 54957(b)(1) and (3) personnel matters, exclusion of witnesses; and section 54957.6 employee salaries/benefits.

REPORTABLE ACTION – The meeting reconvened at 3:35 p.m. and had no reportable action.

ADJOURN

Committee Chair Marc Grupposo adjourned the meeting at 3:35 p.m. to the next Regular Meeting of the Chino Basin Water Conservation District, to be held on September 13, 2021, at 2:00 p.m. online at: <https://zoom.us/j/98961622935>.

APPROVED AND ADOPTED THIS 13th DAY of September 2021.



Elizabeth Skrzat, General Manager

ATTEST:



Jerry Mireles, Senior Administrative Assistant