



NOTICE: Pursuant to the Governor's Executive Orders N-25-20 and N-29-20, the Personnel Committee meeting scheduled below will be accessible via Zoom video conferencing. Members of the public may participate in the meeting through the Zoom platform or phone number below.

- Zoom link: <https://us02web.zoom.us/j/86129644676>
- Telephone dial-in: 1(669) 900-6833, meeting ID #861 2964 4676

ITEM NO. 17

PERSONNEL COMMITTEE AGENDA

**Monday, June 14, 2021
9:00 a.m.**

**East Bay Dischargers Authority
2651 Grant Avenue, San Lorenzo, CA 94580**

Committee Members: Lamnin (Chair), Toy

- P1. Call to Order**
- P2. Roll Call**
- P3. Public Forum**
- P4. Administrative Support Specialist Recruitment Update**
(The Committee will be updated on the status of the recruitment.)
- P5. Motion to Accept FY 2021/2022 Committee Appointments and Schedule**
(The Committee will consider the motion.)
- P6. Motion to Approve Fiscal Year 2021/2022 Commission Chairperson and Vice Chairperson**
(The Committee will consider the motion.)
- P7. Adjournment**

Any member of the public may address the Commission at the commencement of the meeting on any matter within the jurisdiction of the Commission. This should not relate to any item on the agenda. It is the policy of the Authority that each person addressing the Commission limit their presentation to three minutes. Non-English speakers using a translator will have a time limit of six minutes. Any member of the public desiring to provide comments to the Commission on an agenda item should do so at the time the item is considered. It is the policy of the Authority that oral comments be limited to three minutes per individual or ten minutes for an organization. Speaker's cards will be available in the Boardroom and are to be completed prior to speaking.

Agenda Explanation
East Bay Dischargers Authority
Personnel Committee
June 14, 2021

In compliance with the Americans with Disabilities Act of 1990, if you need special assistance to participate in an Authority meeting, or you need a copy of the agenda, or the agenda packet, in an appropriate alternative format, please contact Juanita Villasenor at juanita@ebda.org or (510) 278-5910. Notification of at least 48 hours prior to the meeting or time when services are needed will assist the Authority staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting or service.

In compliance with SB 343, related writings of open session items are available for public inspection at East Bay Dischargers Authority, 2651 Grant Avenue, San Lorenzo, CA 94580. For your convenience, agenda items are posted on the East Bay Dischargers Authority website located at <http://www.ebda.org>.

**The next Personnel Committee meeting will be held
Monday, October 18, 2021 at 9:00 a.m.**

ITEM NO. P4 ADMINISTRATIVE SUPPORT SPECIALIST RECRUITMENT UPDATE

Recommendation

For the Committee's information only; no action is required.

Discussion

In March, the Commission approved revisions to the Authority's Classification Plan, including the addition of the Administrative Support Specialist position. Following adoption of the Classification Plan and revised FY 2020/2021 Compensation Plan, staff moved forward with a recruitment for the Administrative Support Specialist as a part-time position. The recruitment was posted to the following websites: CASA, Chabot College, and CSUEB with a closing date of June 18, 2021.

**ITEM NO. P5 MOTION TO ACCEPT FY 2021/2022 COMMITTEE APPOINTMENTS
AND SCHEDULE**

Recommendation

Approve, by motion, the Committee appointments and calendar for FY 2021/2022.

Discussion

Because of a desire to accommodate the preferences of the fiscal year 2021/2022 Commissioner from Union Sanitary District (USD), who will not be formally appointed by USD's Board until June 14, 2021, Committee assignments could not be finalized in time for this agenda mailing. Upon appointment of USD's Commissioner, Chair Johnson and incoming Chair Cutter will consider all Commissioners' preferences and make appointments to Authority Committees. The proposed appointments will be provided to the Commission on or before the Commission meeting on June 17, 2021.

A draft schedule of Committee and Commission meetings is included for reference. Days and times for Committee meetings may be updated pending Commissioner preferences once Committee assignments are made.

EAST BAY DISCHARGERS AUTHORITY
Commission and Committee Meetings
July 2021 - June 2022

Commission	Financial Management	MAC	O&M	Personnel	Regulatory Affairs
Commissioners					
Thursday @ 9:30 a.m.	Tuesday @ 10:30 a.m.	Thursday @ 1:30 p.m.	Tuesday @ 9:00 a.m.	Monday @ 9:00 a.m.	Wednesday @ 9:00 a.m.
July 15, 2021	July 13, 2021	July 8, 2021	July 13, 2021		July 14, 2021
--	--	--	--	--	--
September 16, 2021	September 14, 2021	September 9, 2021	September 14, 2021		September 15, 2021
October 21, 2021	October 19, 2021	October 14, 2021	October 19, 2021	October 18, 2021	
November 18, 2021	November 16, 2021	November 11, 2021	November 16, 2021		November 17, 2021
December 16, 2021	December 14, 2021	December 9, 2021	December 14, 2021	December 13, 2021	
January 20, 2022	January 18, 2022	January 13, 2022	January 18, 2022		January 19, 2022
February 17, 2022	February 15, 2022	February 10, 2022	February 15, 2022	February 14, 2022	
March 17, 2022	March 15, 2022	March 10, 2022	March 15, 2022		March 16, 2022
April 21, 2022	April 19, 2022	April 14, 2022	April 19, 2022	April 18, 2022	
May 19, 2022	May 17, 2022	May 12, 2022	May 17, 2022		May 18, 2022
June 16, 2022	June 14, 2022	June 10, 2022	June 14, 2022	June 13, 2022	

Meetings are subject to rescheduling and/or cancellation. Please see the Agendas and website announcements for the latest information. The Personnel and Regulatory Affairs Committees meet every other month, however, additional meetings may be scheduled as needed.

Last Updated: May 27, 2021

ITEM NO. P6 MOTION TO APPROVE FISCAL YEAR 2021/2022 COMMISSION CHAIRPERSON AND VICE CHAIRPERSON

Recommendation

Approve the motion rotating the Chairperson to Pauline Russo Cutter and Vice Chair to Angela Andrews commencing July 1, 2021.

Background

In July 1999, the Commission approved Resolution 99-11 Establishing Policy for Commission Chair Rotation. The policy established an equitable system for rotation of the Commission Chair by agency in the following order: Union Sanitary District, Oro Loma Sanitary District, Castro Valley Sanitary District, City of San Leandro, and City of Hayward. The Vice-Chair shall be from the Agency scheduled to be the Chair in the following year. In fiscal year 2020/2021 the Chair and Vice-chair were Commissioners Daniel Walters, Oro Loma Sanitary District, and Ralph Johnson, Castro Valley Sanitary District, respectively. However, the results of the November elections necessitated a mid-year rotation of the Commission Chair and Vice Chair. Commissioner Johnson and Commissioner Cutter were promoted to Chair and Vice Chair for the remainder of fiscal year 2020/2021.

Discussion

For fiscal Year 2021/2022, if the historical rotation is followed, the Chair would be Pauline Russo-Cutter, City of San Leandro, and the Vice Chair would be Angela Andrews, City of Hayward, beginning on July 1, 2021.