

ITEM NO. 15

PERSONNEL COMMITTEE AGENDA

**Tuesday, July 18, 2023
4:00 p.m.**

**In-person: East Bay Dischargers Authority, 2651 Grant Avenue, San Lorenzo, CA
and Holiday Inn Lobby, 1330 Pembina Hwy, Winnipeg, MB, Canada
Teleconference link: <https://us02web.zoom.us/j/83766452754>
Call-in: 1(669) 900-6833 and enter Meeting ID number: 837 6645 2754**

**Meeting will be conducted in-person at the addresses noted above and virtually
via Zoom teleconference.**

Committee Members: Azevedo (Chair), Simon

- P1. Call to Order**
- P2. Roll Call**
- P3. Public Forum**
- P4. Staffing Update**
(The Committee will be updated on staffing changes.)
- P5. Closed Session**
(The Committee may meet in closed session pursuant to Government Code §54957 to discuss Public Employment – Title: General Manager.)
- P6. Reconvene Open Session**
(The Commission Chair will report any action taken in Closed Session.)
- 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.

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

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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>.

**Next Scheduled Personnel Committee meeting is
October 17, 2023 at 4:00 p.m.**

ITEM NO. P4 STAFFING UPDATE

Recommendation

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

Background

EBDA's Classification Plan currently includes four roles: General Manager, Operations and Maintenance Manager, Administration Manager, and Administrative Support Specialist. The first three roles are currently budgeted as full-time positions. The Administrative Support Specialist role is currently budgeted as a half-time position. EBDA also currently engages a part-time accountant by contract.

Discussion

A workload analysis conducted by staff in 2020 concluded that the administrative function for EBDA, which includes Clerk of the Commission, human resources, records management, and financial management and accounting support responsibilities, requires approximately two full-time equivalents (FTEs). As a fiscally conservative approach, staff recommended, and the Commission supported, hiring a half-time Administrative Support Specialist to support the full-time Administration Manager. EBDA hired Bert (Bubba) Manzo in the Administrative Support Specialist role in late 2021.

Mr. Manzo has accepted a position as a full-time operator at Oro Loma Sanitary District beginning July 10, 2023. EBDA staff thanks Mr. Manzo for his dedication to EBDA over the past several years and congratulates him on this opportunity to work with one of our Member Agencies.

Staff is also preparing for the retirement of EBDA's long-time contract accountant, Deborah Quinn. Ms. Quinn, who has been a critical member of the EBDA team since 1989, has indicated that she would like to phase out her role as the Authority's primary accountant after the FY 2022/2023 audit. She has agreed to assist in getting new accounting staff onboarded through the end of FY 2023/2024. In anticipation of this retirement, staff has been working with the management of Castro Valley Sanitary District (CVSan) to identify a joint solution to meet the agencies' accounting needs. Both agencies require part time accounting support, and therefore staff's intent is to procure an accounting contract jointly. By partnering together, EBDA and CVSan expect to be better able to secure dedicated contract resources. Staff will bring additional details of this proposed arrangement to the Commission in the next several months.

In advance of backfilling the Administrative Support Specialist position, and given the transition in accounting, staff is recommending that the Authority work to streamline certain administrative and financial processes. In particular, staff is going through a selection process to identify a software package that can streamline and automate elements of the Authority's accounts payable work flow. The accounts payable process at this time is paper-heavy and manual, and there appears to be an opportunity to reduce workload by improving it. Staff is also evaluating other streamlining opportunities related to integrating payroll with the Authority's financial tools. As these streamlining efforts are implemented, staff will reassess administrative and accounting support workload and

come back to the Commission with a recommendation on whether to fill the Administrative Support Specialist position half time, full time, or at another level. Given the existing workload and backlog of administrative tasks, staff does not expect that a reduction in the total number of FTEs will be recommended, even after streamlining.