

LEUCADIA WASTEWATER DISTRICT
 Minutes of a Human Resources Committee Meeting
 April 5, 2021

A meeting of the Human Resources Committee (HRC) of the Leucadia Wastewater District (LWD) was held Monday, April 5, 2021 at 11:00 a.m. via teleconference.

1. Call to Order

Chairperson Omsted called the meeting to order at 11:00 a.m.

2. Roll Call

DIRECTORS PRESENT: Omsted and Brown

DIRECTORS ABSENT: None

OTHERS PRESENT: General Manager Paul Bushee, Administrative Services
 Manager Richard Duffey, Administrative Services
 Supervisor Trisha Hill, and Executive Assistant Tianne Baity

3. Public Comment

None.

4. New Business

A. Board of Directors Election of Officers, Establishment of Committees, and Selection of Committee Members Policy

GM Bushee presented background information on the item noting that at the January 2021 Board meeting, President Omsted requested that the policy relating to the Board's selection of committee members be referred to the HRC. GM Bushee then turned the meeting over to the HRC for discussion.

Chairperson Omsted stated that rather than having the Board President annually appoint, he would like to change the committee assignments to Option 1: 2-year rotating and alternating committees. Director Brown stated that he would prefer Option 3: 2-year rotating and alternating committees with the exception of the Encina Wastewater Authority assignments. The HRC discussed the pros and cons of each option as well as the timing.

Chairperson Omsted suggested that the committee assignments be discussed at the Strategic Planning session later this summer. Director Brown stated that he supports discussing the committee assignments at Strategic Planning but was concerned that it could take valuable time away from other initiatives. GM Bushee suggested that the Board could place a time limit on the discussion.

Following a lengthy discussion, the HRC agreed to refer further discussion of the committee assignments to the Board of Directors at the Strategic Planning session.

B. Adopt Resolution No. 2345 - Amending the Human Resources Policy Manual (HRPM)

ASsup Hill presented background information on the item and stated that the proposed changes to the HRPM are related to several California employment laws that became effective on January 1, 2021. She then summarized changes to the HRPM in the following areas:

- Section 3 - General Employment Policies;
- Section 10 - Leave of Absence

Chairperson Omsted stated he would like to see the online trainings that staff complete. GM Bushee stated that the trainings could be forwarded to him for review.

Director Brown suggested a typographical change to page 59. ASsup Hill stated she would make the change.

Following discussion, the HRC agreed with staff to recommend that the Board of Directors Adopt Resolution No. 2345 – Amending the HRPM.

5. Information Items

None.

6. Directors' Comments

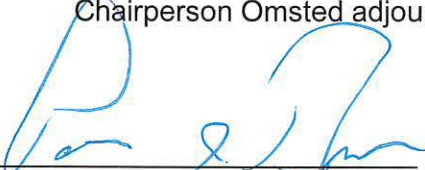
Director Brown asked for a District and staff COVID-19 Update. GM Bushee provided an update.

7. General Manager's Comments

None.

8. Adjournment

Chairperson Omsted adjourned the meeting at 11:52 a.m.



Paul J. Bushee
Secretary/General Manager
(Seal)