



ROSS VALLEY SANITARY DISTRICT

Serving the Greater Ross Valley Area for Over 100 Years

2960 Kerner Boulevard, San Rafael, Ca 94901

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Directors: Michael Boorstein, Thomas Gaffney, Doug Kelly, Pamela Meigs, Mary Sylla

AD HOC HR COMMITTEE MEETING AGENDA

Monday, December 19, 2022 – 11:00 a.m.

MODIFIED BROWN ACT REQUIREMENTS IN LIGHT OF COVID-19

Consistent with AB 361 and Resolution No. 21-1611, this meeting will be conducted by teleconference; members of the Board of Directors and members of the public may participate in this meeting through the following call-in information:

Meeting URL:

<https://us06web.zoom.us/j/82315554915?pwd=d2RBdHh0Q1hmQ0RtZTNkdzErb1FqZz09>

Meeting ID: **823-1555-4915**

Phone number: **+1 (669) 900-6833**

Any member of the public on the telephone may speak during Public Comment or may email public comments to jcooper@rvsd.org, and comments will be read from each member of the public. During this period of modified Brown Act Requirements, Ross Valley Sanitary District will use best efforts to swiftly resolve requests for reasonable modifications or accommodations with individuals with disabilities, consistent with the Americans with Disabilities Act, and resolving any doubt whatsoever in favor of accessibility.

Meetings of this Standing Committee will follow the same Rules of Decorum that govern RVSD Board Meetings.

The RVSD Board of Directors welcomes members of the public at its meetings and encourages citizen participation and input. The Board takes seriously its responsibility to be a model of civility and to safeguard the public ability to directly address the Board by providing the appropriate Board Meetings Decorum in accordance with Resolution No. 10-1378, which is posted at every Board meeting. Thank you.

The Senior Board Member serving on the Standing Committee will call agenda items, ask for the Staff Report, hear questions or initial concerns from Board Members, open the item for public comment and return to the Board for additional comments and direction. The public may speak for up to three minutes, as time allows, on agenda items.

Pursuant to Government Code § 54952.2(c)(6) Board members who are not members of the committee may attend only as observers and may not comment or otherwise participate.

1. Call Meeting to Order
2. Approval of Agenda
3. Approval of the April 18, 2022, Human Resources Committee Meeting Notes
4. Review of December 21, 2022, Agenda Item 12: [Consideration of Adopting Resolution No. 22-1639 Establishing Policy and Procedures for the Administration of Employer-Employee Relations](#)

Adjourn

Any person with a disability covered under the Americans with Disabilities Act (ADA) may receive a copy of the agenda or a copy of all the documents constituting the agenda packet prepared by the local agency or other interested person for this meeting upon request in an appropriate alternative format. Requests for mailed copies of agendas or agenda packets are valid for the calendar year in which requests are made and must be renewed annually after January 1. Any person with a disability covered under the ADA may also request a disability-related modification or accommodation, including auxiliary aids or services in order to participate in a public meeting. Please contact the office at 415.259.2949 at least ten (10) working days prior to the meeting and provide information on the assistance required.

Copies of all staff reports and documents subject to disclosure that relate to each item of business referred to on the agenda are available for public inspection at least 72 hours before each regularly scheduled Board meeting at the District Office, located at 2960 Kerner Boulevard, San Rafael, CA. Any documents subject to disclosure that are provided to all, or a majority of all, of the members of the Board regarding any item on this agenda after the agenda has been distributed will also be made available for inspection at the District Office during regular business hours.

**ROSS VALLEY SANITARY DISTRICT
AD HOC HUMAN RESOURCES COMMITTEE
MEETING NOTES**

Monday, April 19, 2022
11:00 a.m.

via GoToMeeting

Committee

Members Present: Michael Boorstein
Mary Sylla

Committee

Members Absent: None

Staff Present:

Steve Moore, General Manager
Felicia Newhouse, Assistant General Manager
Julia Cooper, Clerk of the Board
Christina Winnicki, Accountant II

Public Present: None

Item # 1 – Call Meeting to Order The meeting was called to order by Director Sylla at 11:00 a.m.

Item # 2 - Approval of Agenda The agenda was approved.

Item # 3— Approval of the March 14, 2022, Ad Hoc Human Resources Committee Meeting Notes

The Committee approved the March 14, 2022, Ad Hoc Human Resources Committee Meeting Notes.

Item # 4 – Review of April 20, 2022, Agenda Item 10: Consideration of Replacing the Existing Budgeted Position of Compliance Officer with the New Classification of Management Analyst I/II and Adopting a New Job Description and Salary Range

GM Moore introduced this item and thanked staff for their efforts to recruit new staff. He described the role of Management Analyst I and how they fit into the organizational chart. AGM Newhouse thanked Christina Winnicki for developing the position description and finding comparable positions at neighboring agencies. Director Sylla asked if the incumbent will take the position. AGM Newhouse responded that it will be an open recruitment, but the incumbent is encouraged to apply. GM Moore gave examples of how this position has been useful over the last year. The Committee discussed the details of this item and the benefits of this position.

Adjourn: The Committee adjourned the meeting at 11:29 a.m.