

MINUTES OF THE PERSONNEL COMMITTEE
OF MT. VIEW SANITARY DISTRICT
JULY 7, 2021

The Personnel Committee of the Mt. View Sanitary District convened a virtual meeting at 10:03 a.m. online via Zoom

at: <https://us02web.zoom.us/j/88025428400?pwd=SGJ2Vmxczh2NlROdEFjbDZCSVVaZ09>

1. ROLL CALL OF DIRECTORS

PRESENT: Director Elmer "Al" J. Schaal, Chair Gregory T. Pyka

ABSENT: None

Also Present: STAFF – District Manager Lilia M. Corona, CFO/Administrative Services Manager Denise D. Gray, Board Secretary Stephanie L. Seregin, and Administrative Assistant Kelli Porras

PUBLIC: None

1. CALL TO ORDER

2. PUBLIC COMMENT

None

3. NEW BUSINESS

A. POLICIES: HOLIDAYS, PERSONAL VEHICLE USAGE, MILITARY LEAVE, AND COMPENSATION

1. RECEIVE REPORT FROM STAFF

District Manager Corona reported policy review and revision is intended to bring the District's practices in line with industry best practices and Federal and State law and to streamline processes to increase efficiency and effectiveness. The following policy revisions are recommended.

2030 – Holidays, the only substantive revision to this policy is the observation of Juneteenth instead of Cesar Chavez Day and formatting and organizing changes.

2049 – Personal Vehicle Usage, Minor formatting, and organization changes were made to the policy. In addition, the requirement to complete

the Personal Vehicle Use Authorization Form and to use personal vehicle insurance for damage claims was added.

2050 – Military Leave, this policy was last revised in 1999. Military Spouse Leave and the requirement to contact the Administrative Services Manager were added.

2326 – Compensation, the revisions to this policy authorize the District Manager to approve all compensation decisions for hiring, merit increases, and promotions based on the Board-approved Salary Schedule.

2. PROVIDE DIRECTION

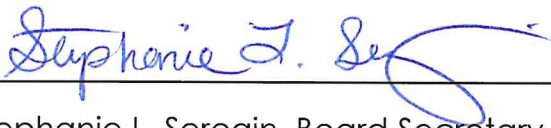
The Committee directed staff to present the District Manager's recommendations and updated policies to the Board at the July 8, 2021, Regular Board Meeting.

4. COMMUNICATIONS

None

5. ADJOURNMENT – THE NEXT SCHEDULED BOARD MEETING IS A FINANCE COMMITTEE MEETING ON JULY 8, 2021, AT 10:00 A.M.

Business having been concluded, Chairman Pyka adjourned the meeting at 10:32 a.m. The next scheduled meeting is a Finance Committee Meeting on Thursday, July 8, 2021, at 10:00 a.m.



Stephanie L. Seregin, Board Secretary