



# 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

## SPECIAL HR COMMITTEE MEETING AGENDA

Monday, August 17, 2020 – 11:00 a.m.

### **MODIFIED BROWN ACT REQUIREMENTS IN LIGHT OF COVID-19**

In Compliance with CA Executive Orders N-25-20 and N-29-20 members of the Board of Directors and members of the public will participate in this meeting by teleconference. The call-in information for the Board of Directors and the public is as follows:

Meeting URL: <https://global.gotomeeting.com/join/833700293>

Meeting ID: **833-700-293**

Phone number: **+1 (646) 749-3129**

Any member of the public on the telephone may speak during Public Comment or may email public comments to [jmcentee@rvsd.org](mailto:jmcentee@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 standing 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 20, 2020, Human Resources Committee Meeting Notes
4. Review of August 19, 2020, Agenda Item 17: Consideration of Adopting an Administrative Policy for Employee Leave and Compensation under the Families First Coronavirus Response Act (FFCRA), and an Employee Telecommuting Policy

## ***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  
HUMAN RESOURCES COMMITTEE  
SPECIAL MEETING NOTES**

Monday, April 20, 2020  
11:00 a.m.

via GoToMeeting

Committee

Members Present: Michael Boorstein  
Mary Sylla

Committee

Members Absent: Doug Kelly

Staff Present:

Steve Moore, General Manager  
Felicia Newhouse, Assistant General Manager  
Julia McEntee, Clerk of the Board

Public Present:

None

**Item # 1 – Call Meeting to Order** The meeting was called to order by Director Sylla at 11:07 a.m. with President Boorstein filling in for Director Kelly.

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

**Item # 3— Approval of the February 10, 2020 Human Resources Committee Meeting Notes**

The Committee approved the February 10, 2020, Human Resources Committee Meeting Notes.

**Item # 4 – Review of April 22, 2020, Agenda Item 8: Consideration of Reclassifying Engineering Technician Position to Assistant/Associate Engineer in Fiscal Year 2019/20 Budget Position Allocation and Discuss Recommendations for Fiscal Year 2020/21 Budget Position Allocations**

GM Moore told the Committee that this is the next step from the Board item discussion in February. There will be a finalized discussion next month embedded in the budget.

AGM Newhouse reviewed the itemized list of roles from the current budget. The Committee discussed the present vacancies in the Engineering department and the proposed reclassification of the Engineering Technician position, which would move a represented position to an unrepresented status. The Committee also reviewed job descriptions that will be presented for future approval.

GM Moore restated staff's commitment to creating two Senior Collection System Worker positions and how it differs from the existing Crew Lead position. The Committee discussed future job responsibilities of future engineering staff, and how they can work with the existing consultants. President Boorstein said that this is the next step in the District's evolution and how it can improve efficiency.

**Adjourn:** The Committee adjourned the meeting at 11:46 a.m.