

MINUTES OF A REGULAR MEETING OF THE
BOARD PERSONNEL COMMITTEE OF THE
OLIVENHAIN MUNICIPAL WATER DISTRICT

MARCH 30, 2020

A meeting of the Personnel Committee of the Olivenhain Municipal Water District was held on Monday, March 30, 2020, at the District office, 1966 Olivenhain Road, Encinitas, California.

The meeting was called to order at 2:01 P.M. Several participants joined the meeting via conference call due to the stay at home order. This is allowed per current State law.

In attendance were Director Sprague, President and Division 5 Director; Christy Guerin, Division 3 Director; Kimberly Thorner, General Manager; Thomas Wood, Human Resources Manager; and Jennifer Joslin, Human Resources Analyst.

1. REVIEW PROPOSED 2020 STAFFING ANALYSIS

The committee discussed the 2020 Staffing Analysis. The organizational charts were presented for the next five (5) years along with the financial estimates.

2. REVIEW OF HOW A FINAL STAFF REPORT MAY BE PRESENTED ON THE ANNUAL OBJECTIVES AFTER THE OCTOBER BOARD MEETING OF EACH YEAR

The committee discussed the logistics of the end of the year annual objections (goals) update presentation to the full Board. Suggestions were discussed for improvement and presentation in the future. The accepted recommendation was that with the annual goals completion status being present to the Board in October each year, that not only will staff come back to the Board with the next year's goals in January, but staff will also present a final report on goals accomplished in the previous year (if a goal was reported to the Board in October that it still had to be accomplished in November or December).

3. REVIEW OF THE TIMING OF THE AWARD OF THE INCENTIVE PAY IN RELATION TO A FINAL STAFF REPORT ON THE ANNUAL OBJECTIVES

The committee discussed the scheduling of the incentive pay in relation to the final staff report of the annual objectives. Several scenarios were discussed and it was decided to keep the current timing of the incentive pay award, with no changes as the additional reporting of goals completed in January each year was appropriate.

The meeting was adjourned at 2:47 P.M.