

**Oro Loma Sanitary District
MEMORANDUM**

TO: Board of Directors

FROM: Personnel/Safety/Public Information Committee
Directors Duncan and Walters

DATE: March 24, 2017

SUBJECT: MEETING MINUTES FROM MARCH 24, 2017 MEETING

The Personnel/Safety/Public Information Committee, consisting of Directors Duncan and Walters, met on Friday, March 24, 2017. Chair Duncan called the meeting to order at 10:00 AM. Also in attendance were General Manager Jason Warner, Administrative Services Manager Andreea Simion, and Barbara Irias and Jannah Lyon of The Placemaking Group, a professional public relations, marketing, and communication agency. There were no members of the public present. Items discussed included the following:

- **PUBLIC COMMENTS**

None.

- **REVIEW PROPOSED ORO LOMA LOGOS AND TAGLINES AND RECOMMEND BOARD APPROVAL**

The Committee reviewed several draft logos and provided some feedback – one thought was that the new logo should be simplified and brightened, while another was that the new logo should be refreshed but not deviate significantly from the original in order to maintain recognition within the community. After extensive discussion, the Committee decided to present two alternatives to the Board for discussion and potential approval of one option.

The Committee then inquired about the difference between a descriptor and a tagline. Placemaking explained that the descriptor indicates what the District actually does, and is typically included at the bottom of a newsletter or webpage; the tagline represents how we do it, it is used in conjunction with the logo, and is typically placed at the top of a newsletter or webpage. The Committee provided feedback on changing the format of the descriptor (Wastewater – Solid Waste – Recycling instead of Wastewater – Solid Waste & Recycling), and decided to present two tagline alternatives to the Board for discussion and potential approval of one. The Committee invited Placemaking to attend the next Board meeting to present the logos and taglines.

The Committee recommended that the Board review two draft logos and two draft taglines, and potentially select and approve one logo and one tagline.

- **REVIEW AND RECOMMEND BOARD APPROVAL OF UPDATED EQUAL EMPLOYMENT OPPORTUNITY AND NO HARASSMENT POLICY**

Staff presented the updated policy and standard procedure, developed in collaboration with legal counsel. The changes are as follows: 1) language regarding Equal Opportunity Employment was added; 2) all protected categories under California law were listed; 3) information on specific training requirements was added; 4) the definition of illegal harassment was clarified; 5) information on hostile

work environment was added. Chair Duncan asked if the District has a policy regarding disciplinary action, and staff said that all Memoranda of Understanding contain disciplinary action provisions. Director Walters asked staff to use the “Oxford comma” in this procedure and all legal documents. [Oxford comma is a comma used after the penultimate item in a list of three or more items, before ‘and’ or ‘or’ (*e.g. an Italian painter, sculptor, and architect*).] Staff will make the edits before presenting the document to the Board for approval.

The Committee recommended Board approval of the updated Equal Employment Opportunity and No Harassment Policy with the noted edits.

- **OUTREACH MATERIALS**

Staff presented three pieces of outreach materials handed out to customers by the Collections crews – one brochure on what to flush, one brochure addressing sewer trouble, and one refrigerator magnet with useful phone numbers. These materials are found very useful by customers (based on their feedback); staff expressed hope that a new logo would be adopted before the stock is replenished. Director Walters noted that the magnet excludes numbers specific to customers located in Hayward and San Leandro. Staff will update the phone numbers when the next print run is made. The Committee noted that the three pieces are different in terms of style, format, and colors, and staff said that once the logo is finalized, a new style guide for the District will be developed, and all District publication will follow that standard.

The Committee accepted the report.

- **REVIEW GENERAL MANAGER’S COMPENSATION SURVEY, HISTORY OF COMPENSATION, AND ADJUSTMENT OPTIONS**

The Committee reviewed a compensation survey for the General Manager classification, as well as a history of compensation, and several adjustment options. The Committee noted that the salary for the Oro Loma General Manager is 20.12% below the median of other special districts in the Bay Area, while the total compensation is 13.04% below the median. After discussion, the Committee recommended that the salary survey and the historical information be presented to the Board for discussion and potential decision on adjusting the compensation package for the General Manager classification.

The Committee recommended that the Board review the compensation for the General Manager classification and potentially approve an adjustment to the salary and/or total compensation package.

- **DIRECTOR COMMENTS**

Director Walters thanked Chair Duncan for allowing enough time to thoroughly discuss the District logo. Chair Duncan said it is a pleasure serving on the Personnel/Safety/Public Information Committee with Director Walters, and added that the meetings are pleasant and productive.

- **ADJOURNMENT**

There being no further business to come before the Committee, Chair Duncan adjourned the meeting at 12:20 PM.