

Oro Loma Sanitary District
2655 Grant Avenue
San Lorenzo, CA 94580

PERSONNEL/SAFETY/PUBLIC INFORMATION COMMITTEE MEETING

**Wednesday, April 17, 2019
9:00 a.m.**

AGENDA

1. CALL MEETING TO ORDER

2. PUBLIC COMMENTS

Members of the public wishing to comment on any item not on the agenda, but within the Committee's jurisdiction, should notify the Committee at this time. Those wishing to comment on any item on the agenda should do so at the time the item is considered. Comments may be limited to three (3) minutes. Time limitations shall be at the discretion of the Chair.

**3. REQUEST RECOMMENDATION FOR BOARD APPROVAL OF OUT-OF-STATE
CONFERENCE ATTENDANCE – TECHNICAL SERVICES MANAGER-PLANT JIMMY DANG
(Verbal)**

Staff will request a recommendation for Board approval for Jimmy Dang to attend the Water Environment Federation Technical Exhibition and Conference (WEFTEC) in Chicago, Illinois, September 21-25, 2019, with all expenses paid by the Pipe Users Group (PUG) of Northern California.

4. UPDATE ON RECRUITMENTS – PLANT OPERATOR II & FIELD ENGINEER (Verbal)
Staff will provide an update on these recruitments.

5. DISCUSSION OF MEETING MINUTES RECORDING (Attachment)

The Committee will discuss the way meeting minutes are recorded and reported and may make a recommendation to the Board.

6. STAFF AND DIRECTOR COMMENTS (Verbal)

Staff and the Committee members may comment on items of interest.

7. ADJOURNMENT

Agenda Item #5

Personnel/Safety/Public Information Committee Meeting
April 17, 2019

**Oro Loma Sanitary District
MEMORANDUM**

TO: Personnel/Safety/Public Information Committee

FROM: Jason Warner, General Manager

DATE: April 17, 2019

SUBJECT: DISCUSSION OF MEETING MINUTES RECORDING

Over the last few months, staff has responded to a perceived need for additional detail in the Board meeting minutes. For example, minutes were historically two pages and took approximately eight hours to prepare. Recently, the preparation time has doubled and the new average is closer to four pages. In place of clarity, the additional detail has provided more opportunities for debate and extended discussions during meetings. Staff would like to check in with the Board to determine if the resources allocated to the minutes are worth the benefit provided.

The law requires that the actions of the Board be captured. These can be as simple as noting the actions taken and the vote.

Staff suggests that the Committee discuss and evaluate three options for Board meeting minutes and make a recommendation to the Board.

1. Take action minutes, where only Board actions are reported.
2. Revert to summary action minutes, where a brief summary of the item and discussion is reported, followed by the Board action; the goal would be to contain the minutes to two pages or less.
3. Transcribe minutes from the audio recording through a third-party service.