



## OJAI VALLEY SANITARY DISTRICT

A Public Agency

1072 Tico Road, Ojai, California 93023

(805) 646-5548 • FAX (805) 640-0842

[www.ojaisan.org](http://www.ojaisan.org)

### MINUTES OF PERSONNEL COMMITTEE

The Personnel Committee held a meeting at the District Office, 1072 Tico Road June 3, 2014, beginning at 11:00 a.m.

**COMMITTEE MEMBERS PRESENT:** William M. Stone  
John R. (Randy) Burg  
William D. O'Brien, Chairman

**COMMITTEE MEMBERS ABSENT:** None

**STAFF PRESENT:** Jeff Palmer, General Manager  
Brenda Krout, Administrative Officer  
Ronald E. Sheets, Operations Superintendent

1. **Select Chairman For The Committee**

Director O'Brien was selected to serve as Chairman of this Committee.

2. **Public Comment**

None

**FOR DISCUSSION & RECOMMENDATION**

3. **Human Resource Policy Update – Resolution No. 2014-04**

Mr. Palmer reviewed the proposed updates to the Human Resource Policy noting that the majority of the updates are related to changes in the CalPERS retirement regulations.

Director O'Brien expressed his appreciation of staff and all that they do for the District.

The Committee discussed the proposed updates.

The Committee unanimously supported presenting a recommendation to the Board to adopt Resolution No. 2014-04, Human Resource Policy Update, as presented.

29-5

4. **Cost of Living Salary Adjustment – Resolution No. 2014-05**

Staff presented information showing that the Consumer Price Index (CPI) for the Los Angeles Area had increased by 0.5 percent over the 12-month period ending February 2013. It was discussed that the District has historically used the Los Angeles Area CPI change from February to February as a basis for cost-of-living (COLA) salary adjustments for employees.

Mr. Palmer noted that adequate funds were included in the budget for fiscal year 2014-2015 to cover this cost of living adjustment.

The Committee discussed and reviewed the history of the CPI changes over the past few years.

The Committee unanimously supported presenting a recommendation to the Board to approve a 0.5 percent cost-of-living salary adjustment to District employees, excluding the General Manager, for fiscal year 2014-2015 effect July 6, 2014.

**FOR DISCUSSION & REVIEW**

5. **Discussion**

a. Audience

None

b. Committee Members

Director Stone expressed his opinion that future meetings of the Personnel Committee should be held late in the afternoon to make it more convenient for employees to attend should they wish to. The Committee unanimously supported scheduling all future meetings of the Personnel Committee at 4:00 p.m.

c. General Manager

None

The Personnel Committee Meeting adjourned at 11:26.m.

Minutes submitted by Brenda Krout, Clerk of the Board.