



Memorandum

MONTEREY REGIONAL WASTE MANAGEMENT DISTRICT

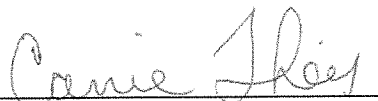
DATE: October 6, 2017
 TO: Board of Directors
 FROM: Personnel Committee Co-Chair Theis
 SUBJECT: Summary of Personnel Committee Meeting of October 4, 2017

The Personnel Committee met on October 4th at 10:30 a.m., at the District administrative offices. Committee members in attendance were Board Chair Delgado and Directors Downey and Campbell. Staff members in attendance were Tim Flanagan, Peter Skinner, Berta Torres, Chuck Rees, Garth Gregson, and Becky Aguilar. Rob Wellington was also in attendance. The Committee was introduced to Garth Gregson who started on September 25th as the Accounting Manager. The purpose of the meeting was to receive information on the conversion of a currently vacant accounting position and receive General Manager comments. Discussion is summarized below and followed the attached agenda.

1. **Discussion on Conversion of the Finance Analyst Position to Assistant Accounting Manager Position.** Finance & Administration Director Peter Skinner made a presentation on the business need to convert the Finance Analyst position to an Assistant Accounting Manager position of greater scope beginning in January 2018. The presentation highlighted the resource gap that became evident during the process of filling the Accounting Manager position to replace the retiring Finance Manager. The presentation included the topics of services required to address the new MRF requirements, budget development, budget tracking and reporting, audit management and support, month-end close and reporting, department P&L reporting and analysis and business opportunity financial modeling. Committee discussion was held regarding the "reclassification" of the position, current accounting positions, and job functions and the need to staff this position six months earlier than planned.

It was moved and seconded to: Support Conversion of the Finance Analyst Position to Assistant Accounting Manager Position and Seek Full Board Approval at the October 20, 2017 Board Meeting.

2. **General Manager Comments.** General Manager noted that the MRF Grand opening has been moved to February 2018 in order to have all of the equipment operating for a more robust event. Staff also plans to have a Board strategic planning session in February. Once dates are selected, notification will be provided to the Board. The District's 16-week in-house ESL classes have been successful and well received by staff. HR Manager commented that employees were appreciative of the opportunity and were engaging more with co-workers and the public. General Manager also reported that he and Director Downey had attended the WasteCon/ISWA World Congress in Baltimore. The conference was very successful and provided substantial information on technology, benefit of a "circular" economy for recycling and waste reduction, and the impact of litter on the marine eco-system.
3. **Next Meeting Date: Wednesday, November 1, 2017.**


 Carrie Theis

Attachment

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Director of Finance & Administration
TIM BROWNELL
Director of Operations
ROBERT WELLINGTON
Legal Counsel

MONTEREY REGIONAL WASTE MANAGEMENT DISTRICT

Home of the Last Chance Mercantile

MONTEREY REGIONAL WASTE MANAGEMENT DISTRICT PERSONNEL COMMITTEE MEETING

Wednesday
October 4, 2017
10:30 a.m.

Board Room
MRWMD Offices
14201 Del Monte Blvd., Marina CA 93933

Attending: Board Chair Delgado, Directors Campbell, Downey, and Theis
Rob Wellington, Legal Counsel
Tim Flanagan, General Manager
Peter Skinner, Director of Finance and Administration
Berta Torres, Human Resources Manager

AGENDA

- 1) Discussion on Conversion of the Finance Analyst Position to Assistant Accounting Manager Position.
- 2) General Manager Comments.
- 3) Next Meeting Date: Wednesday, November 1, 2017, 10:30 a.m.