



Memorandum

MONTEREY REGIONAL WASTE MANAGEMENT DISTRICT

DATE: April 7, 2017
 TO: Board of Directors
 FROM: Personnel Committee Co-Chair Downey
 SUBJECT: Personnel Committee Meeting of April 5, 2017

The Personnel Committee met on April 5th 10:30 a.m., at the District administrative offices. Committee members in attendance were Board Chair Delgado and Director Theis. Director Pendergrass was unable to attend the meeting. Staff members in attendance were Tim Flanagan, Peter Skinner, Berta Torres, and Becky Aguilar. Rob Wellington was also in attendance. The primary purpose of the meeting was to discuss fiscal year 2017/18 staffing needs. There was also scheduled a Closed Session agenda on employee negotiations. Discussion is summarized below and followed the attached agenda.

OPEN SESSION AGENDA

1. **Discussion on Preliminary Staffing Plan for Fiscal Year 2017/18.** Human Resources Manager (HR) Berta Torres provided the Committee with proposed staffing for FY 2017/18, to include information for the Materials Recovery Facility (MRF) staffing once the improvements have been completed. Based on the information provided by equipment vendor Bulk Handling System (BHS and staff's analysis of the new operations plan, it is preliminarily expected that the new MRF will require a total increase of 11 positions - from 44 to 55 (operations and maintenance). Discussion was held by the Committee regarding the labor needs and HR Manager stated staff will continue to explore options for optimal efficiencies and productivity and expected to finalize the MRF staffing plan to present to the Personnel Committee for consideration at the May meeting, prior to being presented to the full Board in the 2017/18 Preliminary Budget.

The Committee discussed the plan for the new position of Accounting Manager. Director of Finance and Administration stated that the position, which is intended to be filled three months prior to the retirement of the Finance Manager, would oversee the accounting department, maintaining the general ledger, various accounting processes and reporting work, and running the budgeting process. General Manager expressed appreciation for the efforts of Director of Finance and Administration and HR Manager in preparing the information.

2. **General Manager Comments.** There were no additional comments.
3. **Next Meeting Date: Wednesday, April 5, 2017, 10:30 a.m.**

Closed Session. As listed on the agenda, the Committee met in closed session. The Committee provided guidance to staff and no reportable action was taken.

1. Conference with Labor Negotiators
 District Negotiators: Tim Flanagan, Peter Skinner, Berta Torres
 Negotiating Parties: Operating Engineers Local 3, and Management Unit


 Libby Downey

Attachment

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MONTEREY REGIONAL WASTE MANAGEMENT DISTRICT

Home of the Last Chance Mercantile

MONTEREY REGIONAL WASTE MANAGEMENT DISTRICT PERSONNEL COMMITTEE MEETING

Wednesday
April 5, 2017
10:30 a.m.

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

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

OPEN SESSION AGENDA

1. Discussion on Preliminary Staffing Plan for Fiscal Year 2017/18.
2. General Manager Comments.
3. Next Meeting Date: 10:30 a.m., Wednesday, May 3, 2017

CLOSED SESSION AGENDA

As permitted by the Ralph M. Brown Act (California Government Code Sections 54957.6), the Committee Members may adjourn to closed session to consider the specific items listed below:

- 1) Conference with Labor Negotiators:
District Negotiators: Tim Flanagan, Peter Skinner, and Berta Torres
Employee Organizations: Operating Engineers and Management Employees

Return To Open Session With Any Required Announcements From Closed Session