



# Memorandum

## MONTEREY REGIONAL WASTE MANAGEMENT DISTRICT

DATE: January 6, 2017  
 TO: Board of Directors  
 FROM: Personnel Committee Chair  
 SUBJECT: Personnel Committee Meeting of January 4, 2017

The Personnel Committee met on January 4<sup>th</sup> at 11 a.m., at the District administrative offices. Committee members in attendance were Directors Pendergrass, Downey, and Theis. Staff members in attendance were Tim Flanagan, Peter Skinner, Berta Torres, and Becky Aguilar. Rob Wellington was also in attendance. The purpose of the meeting was to receive staffing update, discuss the Board chair's participation on all committees, and receive general manager comments. Discussion is summarized below and followed the attached agenda.

1. **Receive Staffing Update.** The Committee received a memorandum from HR Manager Berta Torres discussing the recent recruitment efforts for the positions of Director of Operations and Assistant Materials Recovery Facility Manager. Following the selection of these two positions, the District will be fully staffed.
  - **Director of Operations.** The initial contracted recruitment firm reported they had exhausted all efforts. Twenty candidates had been forwarded to the District and one candidate had been selected. The candidate declined the offer of employment due to housing and other reasons. Staff contacted three other firms who agreed to charge a fee only if a candidate was selected from their pool. One candidate was interviewed, but not selected. District efforts identified two candidates who will be spending a day at the site with management staff. Staff is hopeful an offer can be made in the next couple of weeks.
  - **Assistant Materials Recovery Facility Manager.** The position was posted internally and advertised externally. Staff has identified and is in the process of interviewing two local qualified candidates. General Manager commented that staff is mindful of the ability to be able to meet succession planning efforts.
  
2. **Discussion of Committee Chair Appointment.** Following discussion at the December Board meeting, the committee continued discussion of whether the Board chair needed to attend all District committee meetings. Chair Allion stated that he believed it was invaluable for the Board chair to participate in committee meetings. Staff was directed to revise the policy to reflect the committees would consist of three Board members and the Board chair would be an ex-officio member of all Board committees and present the revised policy to the Board for approval at the January Board meeting under the consent agenda. It was recommended that appointments to District Board committees be revisited at the February Board meeting following the installation of the 2017 Board officers.
  
3. **General Manager Comments.**
  - **Public Hearing.** General Manager reminded the Committee that a public hearing would be held at the January Board meeting to consider an increase in the construction and demolition diversion rate while the MRF Improvement project construction is underway.
  - **Employee Survey.** Staff stated that the survey results were in and would be tabulated and presented to the Personnel Committee at a future meeting. Committee members requested a copy of the survey.
  - **65<sup>th</sup> Anniversary Event.** General Manager reminded the Committee that the new date for the 65<sup>th</sup> Anniversary Event would occur on Saturday March 18, 2017 from 10 a.m. to 2 p.m.
  - **Issuance of W-4 Form for Directors.** Rob Wellington informed the Committee that he was in the process of reviewing this issue from a legal perspective and would report back to the full Board.

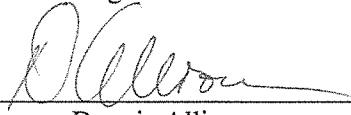
4. Next Meeting Date: 10:30 a.m., Wednesday, February 1, 2017.

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



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Dennis Allion

Attachment

BOARD OF DIRECTORS  
DENNIS ALLION  
CHAIR

IAN OGLESBY  
VICE CHAIR

GARY BALES  
DAVID PENDERGRASS  
LEO LASKA  
LIBBY DOWNEY  
JANE PARKER  
BRUCE DELGADO  
CARRIE THEIS



TIMOTHY S. FLANAGAN  
GENERAL MANAGER

GUY PETRABORG, P.E., G.E.  
DISTRICT ENGINEER

ROBERT WELLINGTON  
COUNSEL

# MONTEREY REGIONAL WASTE MANAGEMENT DISTRICT

*Home of the Last Chance Mercantile*

## MONTEREY REGIONAL WASTE MANAGEMENT DISTRICT PERSONNEL COMMITTEE MEETING

Wednesday  
January 4, 2017  
*11:00 a.m.*

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

Attending: Chair Allion, and 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. Receive Staffing Update**
  - Director of Operations
  - Assistant Materials Recovery Facility Manager
- 2. Discussion of Committee Chair Appointment**
- 3. General Manager Comments.**
- 4. Next Meeting Date: 10:30 a.m., Wednesday, February 1, 2017**

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### CLOSED SESSION AGENDA

CONFERENCE WITH DISTRICT LABOR NEGOTIATORS 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:

Conference with labor negotiators regarding labor negotiations with the following employee organizations:  
Operating Engineers Local 3, and Management Unit

District Negotiators: Tim Flanagan, Peter Skinner, Berta Torres

Report out of Closed Session.