



Memorandum

MONTEREY REGIONAL WASTE MANAGEMENT DISTRICT

DATE: March 10, 2017
 TO: Board of Directors
 FROM: Personnel Committee Chair
 SUBJECT: Personnel Committee Meeting of March 8, 2017

The Personnel Committee met on March 8th 10:30 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 elect a committee chair, discuss fiscal year 2017/18 staffing needs, receive a presentation on a new human resources information system (HRIS), and receive general manager comments. There was also scheduled a Closed Session agenda on employee negotiations. Discussion is summarized below and followed the attached agenda.

1. **Election of Committee Chair.** The members of the Committee discussed the topic of selection of the Committee Chair. On a vote of 3-0, Director Theis and Director Downey were elected as co-chairs of the Personnel Committee.
2. **Discussion on 2017/18 Staffing Needs.** HR Manager Berta Torres provided the Committee with proposed staffing for FY 2017/18. Evolving business needs and some replacement of historical vacancies have been revisited as the District operations have evolved over the past several years. Discussion was held by the Committee regarding the roles of the some of the proposed replacements and in accordance with the organizational structure approved by the Board in 2016. Discussion was also held on the labor needs once the improved MRF goes on-line. HR Manager stated the final staffing plan for the renovated MRF is still being developed and will be included in the 2017/18 budget. Contract labor will be used initially to assist in identifying long term needs for permanent full-time employees.
3. **Discussion on Human Resources Information System.** HR Manager Berta Torres provided a PowerPoint presentation explaining the determining factors that led to the conclusion that the District needed a HRIS. The current system, purchased in 2012, no longer met staff needs. Staff identified nine providers, reduced the selection to three providers, which were then screened to determine function, customer service and cost. Two of the three had not provided references and were double the cost. Staff determined that My Paperless Office was the overall superior product offering. HR Manager explained the benefits and functions of the proposed HRIS System. Staff was commended on the thoroughness of the evaluation process and selection.
4. **General Manager Comments.** The General Manager reminded the Committee of the 65th Anniversary event being held on March 18, 2017 from 10 a.m. to 2 p.m.
5. **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 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

(s) Carrie Theis

Carrie Theis

Attachment

BOARD OF DIRECTORS
BRUCE DELGADO
CHAIR

CARRIE THEIS
VICE CHAIR

GARY BALES
DAVID PENDERGRASS
LEO LASKA
LIBBY DOWNEY
JANE PARKER
DENNIS ALLION
JASON CAMPBELL



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
March 8, 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. Election of Committee Chair.
2. Discussion on 2017/18 Staffing Needs.
3. Discussion on Human Resources Information System.
4. General Manager Comments.
5. Next Meeting Date: 10:30 a.m., Wednesday, April 5, 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

