



Memorandum

MONTEREY REGIONAL WASTE MANAGEMENT DISTRICT

DATE: May 5, 2017
 TO: Board of Directors
 FROM: Personnel Committee Co-Chair Theis
 SUBJECT: Personnel Committee Meeting of May 3, 2017

The Personnel Committee met on May 3rd 10:30 a.m., at the District administrative offices. Other Committee members in attendance were Directors Downey and Campbell. Staff members in attendance were Tim Flanagan, Peter Skinner, Tim Brownell, Berta Torres, and Becky Aguilar. Rob Wellington was also in attendance. The purpose of the meeting was to discuss the Preliminary Staff Budget for Fiscal Year 2017/18, and receive an update on District 2016/17 Goals & Objectives and General Manager comments. Discussion is summarized below and followed the attached agenda.

1. **Preliminary Staffing Budget for Fiscal Year 2017/18.** The Committee reviewed information prepared by HR Manager Berta Torres related to the following:
 - a) **Organizational Impacts.** Staff has reviewed current staffing levels, workloads and the effectiveness of each department, as well as the changes in business operations resulting from the Materials Recovery Facility (MRF) Improvements. Staff is recommending an increase in headcount from 117 to 133 positions. Based on information provided by Bulk Handling System (BHS), the MRF equipment vendor, and staff's analysis of the new operations plan, the new MRF will require an additional 11 positions. A new position of Associate Operator will be created in the MRF to assist with the operation of the baler and forklift. Initially, some contract labor will be used to better assess long-term needs. The other 5 positions are needed at the Household Hazardous Waste Facility, the Landfill Gas Facility, the Last Chance Mercantile, and Landfill Operations.
 - b) **Wages and Benefits.** Staff reviewed the financial impact to the budget with the increased staffing and required compensation (step increases and cost of living adjustments) and benefits (health insurance, long and short term disability, life insurance, etc.), which is a 14.37% increase for FY 2017/18.
 - c) **Position Title Changes.** During the budget preparation process, staff reviewed position titles and recommended changes in titles for mechanic, laborer, and sales clerk positions to more accurately represent the labor market, each role, and the District's mission and vision. Staff also feels the titles are more respectful of the employee's work and will help build employees' pride in what they do. Job definitions and compensation will remain the same.

The Committee reviewed the proposed organizational chart. Committee discussion followed regarding the number of positions that would be needed for MRF sortline operations with the improved automated system. Staff commented that although much more automation occurs during the sorting process, additional staffing will be required for quality control of the processed material. Staff notified the Committee that the Finance Manager will be retiring on October 30, 2017 and hopes to be able to hire an Accounting Manager to come on Board at the beginning of August.


It was moved and seconded that staff present the Staffing Budget as part of the Overall Preliminary Budget for Fiscal Year 2017/18 for Board approval at the May 19, 2017 Board Meeting.

2. **Update on 2016/17 Goals & Objectives.** Director of Administration and Finance Peter Skinner provided a presentation on the status of the District's goals and objectives.

It was moved and seconded that staff provide an update on the 2016/17 Goals & Objectives to the full Board at the May 19, 2017 Board Meeting.

3. **General Manager Comments.**

- Staff met with Operating Engineers representatives, as part of on-going employee communication and outreach objective, and learned that there is opportunity to increase employee awareness around capital and infrastructure planning and execution, growth and career development programs, and employee's total compensation. Staff will develop a strategy to address these issues with District employees.
 - A Site BBQ is scheduled for May 18th from 11 a.m. to 1 p.m. and all Board members are invited. The Public Education Staff is hosting an educational forum regarding recycling for the Hospitality Industry at the Clement Hotel on May 3rd from 4 p.m. to 6 p.m.
4. **Next Meeting Date: Wednesday, June 7, 2017, 10:30 a.m.**



Carrie Theis

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MONTEREY REGIONAL WASTE MANAGEMENT DISTRICT

Home of the Last Chance Mercantile

MONTEREY REGIONAL WASTE MANAGEMENT DISTRICT PERSONNEL COMMITTEE MEETING

Wednesday
May 3 2017
10:30 a.m., *Following the Finance Committee Meeting*

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

OPEN SESSION AGENDA

- 1) Preliminary Staffing Budget for FY 2017/18.
 - a) Organizational Impacts
 - b) Wages and Benefits
 - c) Position Title Changes
- 2) Update on 2016/17 Goals & Objectives.
- 3) General Manager Comments.
- 4) Next Meeting Date: 10:30 a.m., Wednesday, June 7, 2017