



# Memorandum

## MONTEREY REGIONAL WASTE MANAGEMENT DISTRICT

**DATE:** February 5, 2015  
**TO:** Board of Directors  
**FROM:** Leo Laska, Personnel Committee Chair  
**SUBJECT:** Summary of Personnel Committee Meeting of February 4, 2015

The Personnel Committee met on February 4<sup>th</sup> at 11 a.m., at the District administrative offices. Committee members in attendance were Committee Chair Laska, Directors Pendergrass and Downey. District Counsel George Thacher from Rob Wellington's office was also present. The purpose of the meeting was to discuss the following:

- 1) **Recruitment Update:** Berta Torres, Interim HR Manager, provided the following update on the status of the recruitment of Principal Engineer and General Manager:
  - a. **Principal Engineer** - The position was posted in the *Monterey Herald*, *San Jose Mercury News*, LinkedIn, as well as several professional organization publications and others. The General Manager and Assistant General Manager also personally did outreach to numerous colleagues for additional circulation. A total of five (5) applications had been received to date – several of which were from well-qualified candidates. The screening and interview process would begin the week of February 2, 2015. The interview process, which would consist of two panel interviews and a site tour is scheduled for the week of February 23, 2015. Final selection was expected to be completed by end of February/mid-March, 2015. Expenses to date totaled \$4,708.00.
  - b. **General Manager** – Regan Williams, Vice President of Bob Murray & Associates is conducting the recruitment effort. The Committee reviewed the proposed recruitment timeline and interview schedule.
- 2) **Employee Roundtables:** The Interim HR Manager, reported that five (5) Employee Roundtables were held during the months of December 2014 and January 2015. There were an average of 18 participants at each roundtable from all departments and a total of 85 out of 97 employees attended. Management staff will also be invited to participate in a Roundtable with the General Manager, Assistant General Manager and Interim HR Manager. The purpose of the Employee Roundtables was to provide employees the opportunity to speak to the General Manager and Assistant General Manager in a safe environment and bring their suggestions and concerns directly to the top leadership, in an effort to defuse potential problems, understand employee's needs and make improvements where necessary. In analyzing the employee feedback from the roundtables, the following themes or areas of opportunity were identified: Communication, Trust, Teamwork, Transparency, Leadership & Accountability, Appreciation/Positive Reinforcement and Safety.
- 3) **Draft Policy on Appointment of Officers and Committees:** A draft Policy on Appointment of Officers and Committees was received and the Committee recommended that the matter be referred to the Board of Directors for consideration. It will be agendaize for the February 20, 2015 Board meeting for discussion and consideration of approval.
- 4) **Next Meeting Date:** 11:00 a.m., Wednesday, March 4, 2015.

Leo Laska

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# MONTEREY REGIONAL WASTE MANAGEMENT DISTRICT

*Home of the Last Chance Mercantile*

WILLIAM MERRY, P.E., BCEE  
GENERAL MANAGER/  
DISTRICT ENGINEER

TIMOTHY S. FLANAGAN  
ASST. GENERAL MANAGER

RICHARD SHEDDEN, P.E.  
SENIOR ENGINEER

ROBERT WELLINGTON  
COUNSEL

## MONTEREY REGIONAL WASTE MANAGEMENT DISTRICT PERSONNEL COMMITTEE MEETING

Wednesday  
February 4, 2015

Board Room  
MRWMD Offices

*Approximately 11 a.m., Following Meeting of Finance Committee* 14201 Del Monte Blvd., Marina CA 93933

Attending: Committee Chair Laska; Board Chair Allion, and Directors Pendergrass and Downey  
Rob Wellington, Legal Counsel  
William Merry, General Manager  
Tim Flanagan, Assistant General Manager  
Berta Torres, Interim Human Resources Manager

### AGENDA

- 1) Human Resources Recruitment Update
  - a. General Manager
  - b. Principal Engineer
- 2) Report on Employee Round Table Meetings.
- 3) Draft Policy on Appointment of Officers and Committees.
- 4) Next Meeting Date: 11:00 a.m., Wednesday, March 4, 2015.