



# Memorandum

## MONTEREY REGIONAL WASTE MANAGEMENT DISTRICT

DATE: February 5, 2016  
 TO: Board of Directors  
 FROM: Personnel Committee Chair  
 SUBJECT: Summary of Personnel Committee Meeting of February 3, 2016

The Personnel Committee met on February 3<sup>rd</sup> at 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, Berta Torres, and Becky Aguilar. George Thacher from Rob Wellington's office was also in attendance. The purpose of the meeting was to discuss proposed changes to the District's organizational structure. Discussion is summarized below and followed the attached agenda.

- 1) **Present Proposal for Organization Restructuring.** Staff provided the Personnel Committee with information regarding the proposed restructuring to include current organizational chart and proposed organizational chart by position and by department/function. General Manager has worked with senior management and with outside consultants to help develop an organizational structure that will support the District and its mission to "Turn Waste Into Resources". The General Manager served as Assistant General Manager for 10 years which allowed him to view, and now review, the organization structure of the District. From his experience he believes it is in the best interest of the District (and will improve management span of control) to reconfigure top level management. He therefore recommends the retitling of the Principal Engineer to Director of Engineering and the retitling of Director of Community Programs to Director of Communications & Sustainability. He also recommends the hiring of a Director of Finance and Administration in the current fiscal year in preparation of the forthcoming retirement of the Finance Manager, and the hiring of a Director of Operations to oversee site operations including the improved Materials Recovery Facility.

Committee discussion followed regarding who would be the next in command if the General Manager was not available, and the number of staff reporting to the Director of Operations under the proposed structure. Staff discussed options such as a rotation schedule and the ability to have four candidates for succession planning. The same amount of staff reported to a previous Site Superintendent position. It was also pointed out that there were several Managers under the operations umbrella to assist the Director of Operations. The Committee requested that additional cost information be provided for comparison when presented to the Board for consideration of approval.

*It was moved and seconded to Support Organization Structure Changes and Recommend Staff Place Item on Agenda for Consideration of Approval at the February 19, 2016 Board Meeting.*

- 2) **General Manager Comments.** There were no additional comments
- 3) **Next Meeting Date:** Wednesday, March 2, 2016 at 10:30 a.m.

Dennis Allion

Attachment

BOARD OF DIRECTORS

DENNIS ALLION  
CHAIR

IAN OGLESBY  
VICE CHAIR

GARY BALES  
DAVID PENDERGRASS  
LEO LASKA  
LIBBY DOWNEY  
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TIMOTHY S. FLANAGAN  
GENERAL MANAGER

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

RICHARD SHEDDEN, P.E.  
SENIOR ENGINEER

ROBERT WELLINGTON  
COUNSEL

# MONTEREY REGIONAL WASTE MANAGEMENT DISTRICT

*Home of the Last Chance Mercantile*

## MONTEREY REGIONAL WASTE MANAGEMENT DISTRICT PERSONNEL COMMITTEE MEETING

Wednesday

February 3, 2016

10:30 a.m. (Following the Finance Committee Meeting)

Board Room

MRWMD Offices

14201 Del Monte Blvd., Marina CA 93933

Attending: Board Chair Allion, and Directors Pendergrass, Downey, and Theis  
Tim Flanagan, General Manager  
Rob Wellington, Legal Counsel  
Berta Torres, Human Resources Manager

### AGENDA

- 1) **Present Proposal for Organization Restructuring**
  - Recruitment of Director of Finance and Administration
  - Recruitment of Director of Operations
- 2) **General Manager Comments.**
- 3) **Next Meeting Date: Wednesday, March 2, 2016 at 10:30 a.m.**