



Memorandum

MONTEREY REGIONAL WASTE MANAGEMENT DISTRICT

DATE: January 8, 2016
 TO: Board of Directors
 FROM: Personnel Committee Chair
 SUBJECT: Summary of Personnel Committee Meeting of January 6, 2016

The Personnel Committee met on January 6th 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. Legal Counsel Rob Wellington was also in attendance. The purpose of the meeting was to provide updates on Personnel and proposed changes to the District's organizational chart and the Board meeting calendar. Discussion is summarized below and followed the attached agenda.

- 1) **Appointment of Permanent Human Resources (HR) Manager.** General Manager informed the Committee that he had appointed Interim HR Manager Berta Torres (who has been serving in that capacity since Daylene Alliman's retirement) as permanent HR Manager. He stated that she had demonstrated the capacity to support the District's HR and will be key to the District with the proposed organizational changes and recruitment of additional staffing with the pending Materials Recovery Facility improvements. There is no financial impact with the appointment as the at-will position is included in the current year budget.

Recommendation: Informational Only.

- 2) **Review Proposed Organizational Chart Changes.** General Manager presented proposed organizational structure changes to the Committee. General Manager stated that with the retirement of several key management positions over the last two years and with the upcoming retirement of District Finance Manager, the District was well poised to review the present organizational structure and make necessary changes to best utilize the strengths of current staff and managers. Following discussion, the Committee concurred with staff and provided input. Staff will present specific details of the proposed organizational structure changes at the February Committee meeting prior to seeking approval from the full Board at the February 19, 2016 meeting.

- 3) **General Manager Comments.**

- **Proposed Board Meeting Date Changes.** Staff recommended moving the Board meeting to the fourth Friday when the First Friday is the first or second day of the month, and in which there are five Fridays in the month. This situation only occurs a few times a year. The Committee members agreed that this should be presented to the full Board for consideration and approval.

- 4) **Next Meeting Date:** Wednesday, February 3, 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
JANE PARKER
BRUCE DELGADO
CARRIE THEIS



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
January 6, 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, Interim Human Resources Manager

AGENDA

- 1) Appointment of Permanent Human Resources Manager.
- 2) Review Proposed Organizational Chart Changes.
- 3) General Manager Comments.
 - Proposed Board Meeting Date Changes
- 4) Next Meeting Date: Wednesday, February 3, 2016 at 10:30 a.m.