



# Memorandum

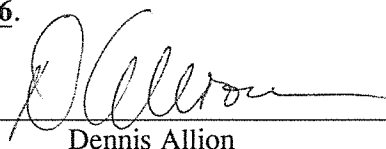
## MONTEREY REGIONAL WASTE MANAGEMENT DISTRICT

DATE: July 15, 2016  
 TO: Board of Directors  
 FROM: Personnel Committee Chair  
 SUBJECT: Summary of July 13, 2016 Personnel Committee Meeting

The Personnel Committee met on July 13<sup>th</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, Peter Skinner, Berta Torres, and Becky Aguilar. Deborah Mall from Rob Wellington's office was also in attendance. The purpose of the meeting was to review the final budget for Fiscal Year 2016/17, receive a recruitment update, and review area buy-back centers closures and impacts to the District's operations. Discussion followed the attached agenda.

### OPEN SESSION AGENDA

1. **Final Budget for Fiscal Year 2016/17.** Staff presented the Final Budget for Fiscal Year 2016/17 and noted that no changes had been made from the Preliminary Budget presented to the Board at the June 17, 2016 Meeting. The Committee discussed the Budget, provided guidance to staff, and supported presenting the Final Budget at July 22<sup>nd</sup> Board meeting.
2. **Recruitment Update.** Human Resources Manager Berta Torres provided the Committee with an update of current recruitments. New Director of Finance and Administration Peter Skinner, who began working on July 1<sup>st</sup>, was introduced to the Committee. General Manager commended Berta and her staff for managing other HR functions along with all of the recruitments currently underway.
3. **Impact on District's Buy Back Center from Recycling Center Closures.** Berta provided the Committee with information regarding the impacts to the Last Chance Mercantile operations due to the closure of most of the recycling centers on the Peninsula. Turn-ins have increased from 60 to 200 average per week and staff hours to man the District's buyback center have also increased from 30 to 70 per week. Staff will continue to monitor and explore alternative solutions and report back to the Committee.
4. **General Manager Evaluation Process.** The Committee discussed the upcoming evaluation of the General Manager and reviewed a copy of the General Manager Performance Review Evaluation Procedure approved by the Board in November 2014. Staff was directed to provide examples of evaluations to the Personnel Committee in order to establish evaluation criteria. Information will be provided at the August Committee meeting.
5. **General Manager Comments.**  
65<sup>th</sup> Anniversary. General Manager stated that staff is hoping to hold the District's 65 Anniversary event on either October 15<sup>th</sup>, or October 22<sup>nd</sup>. He asked the Committee to check to see which date works best and provide feedback to staff.
6. **Next Meeting Date: 10:30 a.m., Wednesday, August 3, 2016.**



Dennis Allion

Attachment

BOARD OF DIRECTORS  
DENNIS ALLION  
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VICE CHAIR

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DAVID PENDERGRASS  
LEO LASKA  
LIBBY DOWNEY  
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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  
July 13, 2016  
*10:30 a.m., Following the Finance Committee Meeting*

Board Room  
MRWMD Offices  
14201 Del Monte Blvd., Marina CA 93933

Attending: Chair Allion, and 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

### AGENDA

- 1) Final Budget for FY 2016/17.
- 2) Recruitment Update
- 3) Impact on District's Buy Back Center from Recycling Center Closures
- 4) General Manager Evaluation Process
- 5) General Manager Comments.
- 6) Next Meeting Date: 10:30 a.m., Wednesday, August 3, 2016