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MONTEREY REGIONAL WASTE MANAGEMENT DISTRICT

Home of the Last Chance Mercantile

MONTEREY REGIONAL WASTE MANAGEMENT DISTRICT PERSONNEL COMMITTEE MEETING

Wednesday
July 9, 2014
11:00 a.m., Immediately Following Meeting of Finance Committee

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

Attending: Committee Chair Laska; Board Chair Allion, and Directors Pendergrass and Downey
Rob Wellington, Legal Counsel
William Merry, General Manager
Daylene Alliman, Human Resources Manager

OPEN SESSION AGENDA

- 1) General Manager Comments.
- 2) Restructure of Organizational Functions.
- 3) Next Meeting Date: 9:30 a.m., Wednesday, July 30, 2014.

CLOSED SESSION AGENDA

As permitted by Government Code Section 54956 et seq., the Board may adjourn to a Closed or Executive Session to consider specific matters dealing with pending or prospective litigation, real property negotiations, certain personnel matters, or to confer with District's Meyers-Milias-Brown representative.

- 1) Conference with Labor Negotiators:
District Negotiators: William Merry, Tim Flanagan, Daylene Alliman
Donna Williamson, Liebert Cassidy Whitmore
Employee Organizations: Operating Engineers, and Management Employees



MONTEREY REGIONAL WASTE MANAGEMENT DISTRICT

DATE: July 3, 2014
TO: Personnel Committee
FROM: General Manager
SUBJECT: Personnel Committee Meeting of July 9, 2014

There is one item on the open session agenda for discussion.

- 1) **Restructure of Organizational Functions** - Please refer to the enclosed memo and org chart(s) regarding an update of the Community Programs division (pilot project) created May 2013. Goals, objectives, success and title change are outlined. Because of the success of the Community Programs pilot project this past year, I am requesting the Board authorize the permanent classification of Director of Community Programs.

Recommendation: Approve position and provide direction to staff.

Respectfully submitted,

William Merry



MONTEREY REGIONAL WASTE MANAGEMENT DISTRICT

DATE: July 3, 2014
TO: Personnel Committee
FROM: General Manager
SUBJECT: Restructure of Organizational Functions - update

RECOMMENDATION: That the Board authorize permanent classification of Director of Community Programs.

DISCUSSION

During its May 17, 2013 Board meeting, the Board of Director's authorized creation of a Community Programs department allowing staff to focus more directly on programs that serve and engage the community, generate revenue, and align the District's commitment to reuse and recycling. The proposed change intended to fully overlay the District's marketing and outreach activities with two programs: Last Chance Mercantile and Household Hazardous Waste Programs (LCM/HHW) under a the umbrella of a Community Programs department.

An internal recruitment was held for an interim Deputy General Manager position for Community Programs and includes oversight for the following projects and programs: recycling and education, LCM sales and service, Anaerobic Digester, outreach, marketing, events, and grant management. The change intended to bring a sharper focus to the District's sales activity for LCM and the products sold such as mulch, compost, and wood chips. The former Public Relations and Recycling Manager applied for and was selected to head the pilot project to enhance opportunities to increase program revenue.

The interim Deputy General Manager position (see attached 2013 Organizational Chart – Attachment "A") moved the responsibilities of the LCM/HHW organization under the newly created Community Programs department reporting directly to the General Manager.

In his capacity as interim Deputy General Manager this past year, Jeff Lindenthal has been successfully and satisfactorily performing his duties with specific goals and objectives, under this position. His achievements include:

- Carrying out his day to day duties in the recycling, public education and outreach programs.
- Significantly contributed to the MRF development and other related projects.
- Supporting member agencies in implementing new franchise collection contracts. *That work is near completion.*
- Integrating LCM sales, marketing and customer service activities. Several changes have been made to the program to improve sales, efficiencies, staff training and customer service and outreach.
- Coordinated one-day HHW special collection event on the Peninsula. The highly successful event was recently held, serving 650 customers.
- Revision of the Keith Day Company land lease.
- Monitoring the anaerobic digester project.

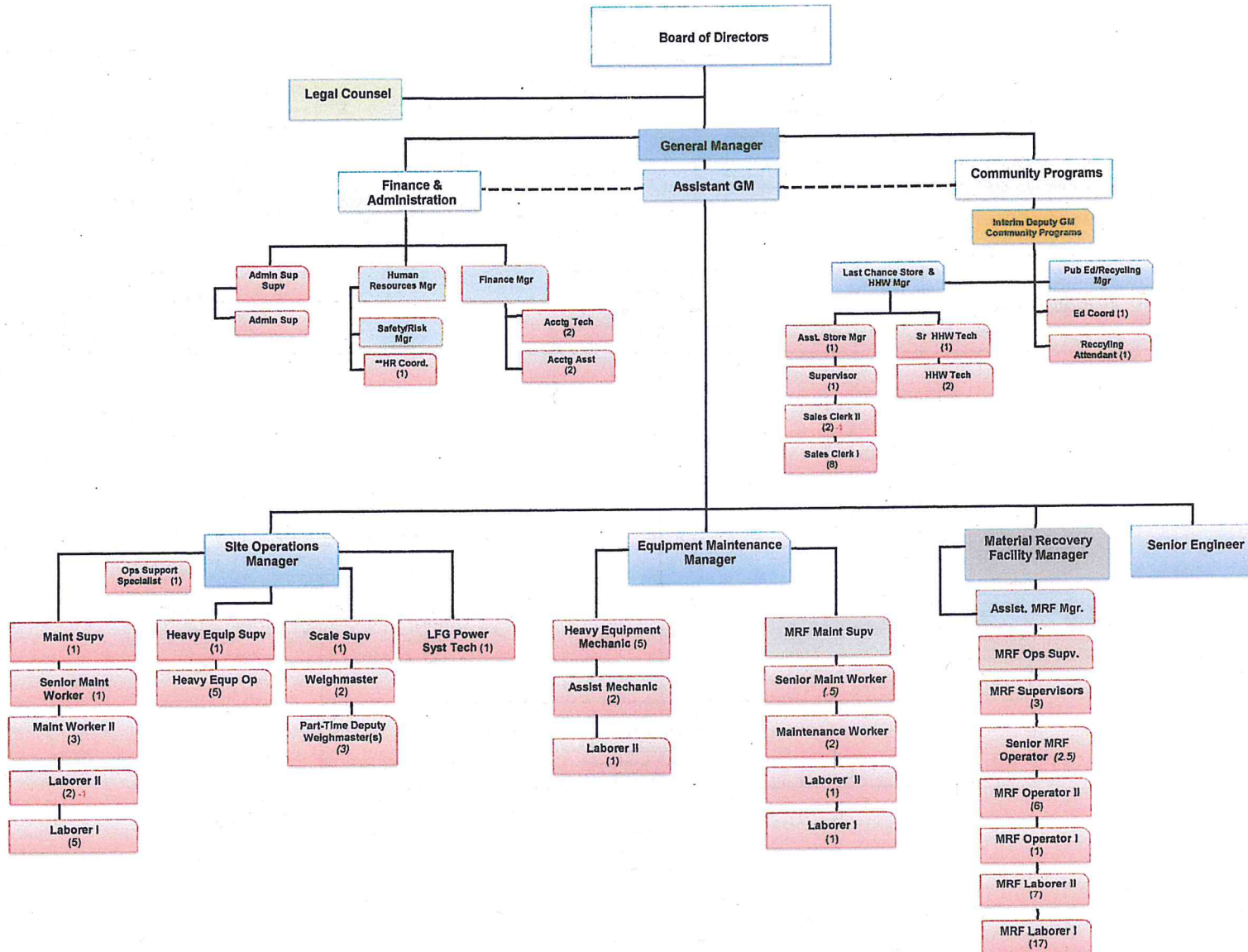
The Board of Directors discussed the appropriateness of the proposed title "Deputy General Manager" and some members felt that the distinction could possibly erode the authority of the Assistant General Manager in the eyes of the public. After further research and consideration, staff recommends permanently creating the Community Programs department however the title for the head of this department should be changed to Director in lieu of Deputy so that the chain of command within the District is clear (see 2014-15 Organizational Chart Attachment "B"). The salary range for this position should be set at the current range commensurate with the current Human Resources position.

William Merry

MONTEREY REGIONAL WASTE MANAGEMENT DISTRICT

ATTACHMENT "A"

DISTRICT ORGANIZATIONAL CHART - JULY 2013



109 Positions Allocated FY 13-14
 Note: .5 = Half-time Deputy Weighmaster serving in half-time position
 Senior Maint. Worker works parttime as Senior Operator .5 each position

MONTEREY REGIONAL WASTE MANAGEMENT DISTRICT

DISTRICT ORGANIZATIONAL CHART

DRAFT FY 2014-15

ATTACHMENT "B"

