



# Memorandum

## MONTEREY REGIONAL WASTE MANAGEMENT DISTRICT

DATE: November 4, 2016  
 TO: Board of Directors  
 FROM: Personnel Committee Chair  
 SUBJECT: Personnel Committee Meeting of November 2, 2016

The Personnel Committee met on November 2<sup>nd</sup> at 11:00 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, and Becky Aguilar. Rob Wellington was also in attendance. The purpose of the meeting was to receive staffing update, and discuss the extension of a limited term position. Discussion is summarized below and followed the attached agenda.

1. **Receive Staffing Update.** The Committee received a memorandum from HR Manager Berta Torres discussing the recent recruitment efforts for the Director of Operations position. Although staff has encountered difficulty in filling the position, staff was confident that a candidate could be found. Committee discussion followed regarding the difficulties and possible incentives that could be offered for the right candidate. The Committee was also advised that staff intended to backfill the position of Assistant Materials Recovery Facility (MRF) Manager, which had been vacant since July 2013, when the current MRF Manager was promoted. Although the position was in the organizational chart, it was not budgeted. Funds are available since the Director of Operations position, budgeted for the full year, had not been filled. Staff intended to fill the Assistant MRF Manager position with a person who had previous baler operations and commodity marketing experience, a strong safety background, and who could provide assistance not only to the MRF Manager, but also to the Director of Operations once the improved MRF goes on-line.
2. **Extension of Term for Human Resources Assistant Position.** The Committee received a memorandum from HR Manager regarding the reasons staff wished to extend the term of the HR Assistant for another six months (through June 2016). The HR Assistant was primarily responsible for administrative work related to safety. With the onboarding of the new Safety Manager, various safety improvements had been identified, and staff intended to further evaluate safety needs during the preparation of the budget for fiscal year 2017/18.

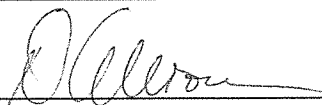
*It was moved and seconded to Support General Manager Approval of Six-Month Extension for Limited Term Human Resources Assistant Position.*

3. **General Manager Comments.**

General Manager commented that it was expected that there would be additional demands on HR staff due to additional MRF staffing needs and continued support for safety. June 30, 2017 marked the expiration of the employee bargaining contracts, which will also require additional time and resources. Staff would develop a resource plan for the Personnel Committee to review and discuss at a future meeting.

General Manager also stated that the 65<sup>th</sup> Anniversary event had been postponed for early 2017 in order to coordinate with the occupation of the Truck Yard and CNG Fueling facility by GreenWaste Recovery.

4. **Next Meeting Date: 10:30 a.m., Wednesday, December 7, 2016.**

  
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 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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CARRIE THEIS



TIMOTHY S. FLANAGAN  
GENERAL MANAGER

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

ROBERT WELLINGTON  
COUNSEL

# MONTEREY REGIONAL WASTE MANAGEMENT DISTRICT

*Home of the Last Chance Mercantile*

## MONTEREY REGIONAL WASTE MANAGEMENT DISTRICT PERSONNEL COMMITTEE MEETING

Wednesday  
November 2, 2016  
*11:00 a.m. (Please Note Later Start Time)*

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. **Receive Staffing Update**
  - Director of Operations
  - Assistant Materials Recovery Facility Manager
2. **Extension of Term for Human Resources Assistant Position**
3. **General Manager Comments.**
4. **Next Meeting Date: 10:30 a.m., Wednesday, December 7, 2016**