



Memorandum

MONTEREY REGIONAL WASTE MANAGEMENT DISTRICT

DATE: August 8, 2016
 TO: Board of Directors
 FROM: Personnel Committee Chair
 SUBJECT: Summary of August 3, 2016 Personnel Committee Meeting

The Personnel Committee met on August 3rd 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, Becky Aguilar, and Mike Rivera, new Site Operations & Facilities Manager, who was introduced to the Committee. Rob Wellington's office was also in attendance. The purpose of the meeting was to receive a staffing update, and prepare for the general manager's evaluation, which was discussed in closed session. Discussion is summarized below and followed the attached agenda.

OPEN SESSION AGENDA

1. **Extension of Term for Human Resources Assistant Position.** The Committee reviewed a memorandum from HR Manager Berta Torres regarding the need to extend the limited, one-year term of the HR assistant for four months. The HR assistant is currently spending the majority of her time managing safety processes. The extended term would allow the new Safety Manager, who begins on September 1st, to evaluate the position and department needs. Discussion was held on the need for administrative assistance and the status of safety since the previous safety manager had retired. Staff reported that there is a lot of administrative work related to safety and that although the District's experience modifier had decreased slightly and safety culture was important, there were items that staff was looking forward to having the new Safety Manager implement and improve.

It was moved and seconded to Support General Manager Approval of Four-Month Extension for Limited Term Human Resources Assistant Position.
2. **Addition of Two Part-Time Deputy Weighmaster Positions.** The Committee reviewed a memorandum from Director of Engineering and Compliance Guy Petraborg (currently overseeing the scale department) regarding the need for additional scale staff. One weighmaster was currently on limited duties, which placed a strain on remaining scale staff to cover for routine absences, scheduled time off, or illnesses. The hiring of two part-time scale positions would allow for greater flexibility to provide coverage of the scale operations and the ability to maintain the "part time" schedule of the current Deputy Weighmaster position. General Manager stated that staff would be evaluating automated scale software over the next year as a way of alleviating future staffing impacts.

It was moved and seconded to Support General Manager Approval of Additional Two Part-Time Deputy Weighmaster Positions.
3. **General Manager Comments.** General Manager reported that staff was in the process of establishing and/or redefining goals and objectives. Additional information would be forthcoming at the September or October Board meeting.

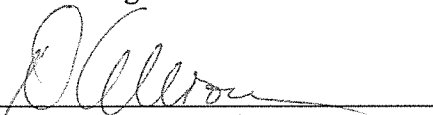
Legal Counsel clarified that it was within the General Manager's authority to approve the staffing changes as discussed in Agenda Items 1 and 2. Committee discussion followed regarding the General Manager's ability to approve staffing changes as necessary, as long as the Board is kept apprised of the need and seek Board approval or ratification if changes were made to the organizational chart.

General Manager conveyed to the Committee that due to the delay in finalizing the lease with GWR, there potentially were no action items for the August Board meeting and staff was considering cancelling the meeting. The Committee concurred.

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

Closed Session. As listed on the agenda, the Committee met in closed session. The Committee provided guidance to staff and no action was taken.

1) **Public Employee Performance Evaluation: General Manager**


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.
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
August 3, 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

OPEN SESSION AGENDA

- 1) Extension of Term for Human Resources Assistant Position
- 2) Addition of Two Part-Time Deputy Weighmaster Positions
- 3) General Manager Comments.
- 4) Next Meeting Date: 10:30 a.m., Wednesday, September 7, 2016

CLOSED SESSION AGENDA

As permitted by the Brown Act (California Government Code Sections 54950 and following), the Board may adjourn to closed session to consider the specific items listed below:

- 1) **Public Employee Performance Evaluation: General Manager**