



# Memorandum

## MONTEREY REGIONAL WASTE MANAGEMENT DISTRICT

DATE: September 14, 2018  
 TO: Board of Directors  
 FROM: Committee Co-Chair Theis  
 SUBJECT: Summary of Personnel Committee Meeting of September 5, 2018

The Personnel Committee met on September 5<sup>th</sup> at 10:30 a.m., at the District administrative offices. Committee members in attendance were Directors Campbell and Downey. Staff members in attendance were Tim Flanagan, Peter Skinner, Tim Brownell, Garth Gregson, and Becky Aguilar. District Legal Counsel Rob Wellington was also in attendance. The purpose of the meeting was to discuss the General Manager's ability to hire new employees at a higher step, review the 2018/19 goals and objectives, and receive General Manager comments.

1. **Discussion on General Manager Authority to Hire Up to Step 6 of Board-Approved Salary Schedule.** The Committee reviewed a memorandum from HR Manager Berta Torres recommending the General Manager be authorized to hire new employees up to Step 6 of the Board-approved salary schedule. The reason staff was making the recommendation was due to the difficulty in recruiting the Site Operations and Facility Manager position. More than 100 application have been screened and two job offers were extended. Both declined, one for family and relocation reasons and the other for a better job offer. Giving the General Manager the authority to hire up to step 6 would enable staff to act more quickly as opposed to having to go the Board to hire above Step 3 (the current step the General Manager is authorized). Discussion followed regarding salary and benefits packages, higher cost of living in the area, and the current job market. The Committee advised that a compensation and benefits analysis will be conducted, which will help determine if any future salary structure changes are needed. General Manager advised the Committee that staff would be soliciting feedback on establishing a compensation philosophy.

*The Committee supported staff recommendation.*

2. **Review District Goals for 2018/19.** The Committee reviewed the District 2018/19 goals, which had accompanying metrics developed by the distinct operational units. The Committee discussed the Goals in detail.

*It was moved by Director Downey and seconded* to support staff recommendation and direct staff to place on the September 21, 2018 Board Meeting Agenda for consideration of approval.

3. **General Manager Comments.** The General Manager presented information on the impact of the District receiving additional tonnage from Salinas and North Monterey County. The General Manager informed the Committee that the contract amendment with Don Chapin Company would be presented for approval at the September 21<sup>st</sup> Board meeting.

4. **Next Meeting Date: Wednesday, October 3, 2018, 10:30 a.m.**

Carrie Theis