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MONTEREY REGIONAL WASTE MANAGEMENT DISTRICT

Home of the Last Chance Mercantile

PERSONNEL COMMITTEE MEETING

AGENDA

Wednesday, February 3, 2021

10:30 a.m.

Bales Boardroom - (Virtual Conference Call)

14201 Del Monte Blvd., Monterey County, CA

Please Note: Meeting will be held virtually via zoom compliant with Governor Newsom's executive Order N-29-20 which allows local legislative bodies to hold public meetings via teleconference and to make public meetings accessible telephonically or otherwise electronically to all members of the public seeking to observe and address the local legislative body to avoid public gatherings, and which suspended all contrary provisions of the Brown Act. To join the zoom webinar, click on this link: <https://us02web.zoom.us/j/86732607623> copy/paste the link into your browser, or type the link into your browser. If your computer does not have audio, you will also need to join the meeting via phone. To participate via phone, please call: 1-669-900-9128; Meeting ID: 867 3260 7623 Public Comments: if you are unable to participate via telephone or virtually, you may also submit your comments by e-mailing them to igonzales@mrwmd.org with one of the following subject lines "Public Comment Item #" (insert the item number relevant to your comment) or "Public Comment - Non Agenda Item". Comments must be received by 4:00 p.m. on Tuesday, February 2, 2021. All submitted comments will be provided to the Committee and may be read into the record or compiled as part of the record. Public comment will also be accepted during the meeting.

CALL TO ORDER

ROLL CALL AND ESTABLISHMENT OF QUORUM

PUBLIC COMMUNICATIONS

Anyone wishing to address the Committee on matters *not* appearing on the Agenda may do so now. *Please limit comments to a maximum of three (3) minutes.* The public may comment on any other matter listed on the agenda at the time the matter is being considered by the Board.

ITEMS FOR COMMITTEE CONSIDERATION, DISCUSSION AND ACTION

1. Review Last Chance Mercantile Evaluation Process
2. Update on COVID-19
3. General Manager Communications

ADJOURNMENT

NEXT MEETING DATE: Wednesday, March 3, 2021 10:30 a.m.

This agenda was posted at the District offices at 14201 Del Monte Blvd, Monterey County, CA. Staff reports and additional information regarding these agenda items are available on the District website (www.mrwmd.org) and at the District offices during regular business hours (additional fee for copying). All meetings are open to the public. The District does not discriminate against persons with disabilities and the Boardroom is wheelchair accessible. Recordings of meetings can be provided upon request. To request assistive listening devices, sign language interpreters, readers, large print agendas or other accommodations, please call Ida Gonzales at (831) 384-5313 or e-mail: igonzales@mrwmd.org. Requests must be made at least 48 hours in advance of the meeting.



Memorandum

MONTEREY REGIONAL WASTE MANAGEMENT DISTRICT

DATE: January 29, 2021
TO: Personnel Committee
FROM: General Manager
SUBJECT: Personnel Committee Meeting of February 3, 2021

1. Review Last Chance Mercantile Evaluation Process

District staff will discuss a process and framework for evaluating options for re-opening the LCM. Staff is seeking feedback from the committee on the best approach to enable the Board to make a final decision.

Recommendation: Information Only

2. COVID-19 Update

Berta Torres Human Resources Manager will give a brief oral report on our current Covid-19 status of cases.

Recommendation: Information Only

3. General Manager Comments

Marina Community Meeting – The City of Marina hosted a zoom Community meeting on Wednesday, January 27th. Presentations were made by MBARD, County LEA, Cal Recycle, County Agricultural office, M1W, and the Farm Bureau, as well as by a representative from UC Davis. About 75 people attended the meeting. Community members were also able to participate in a question and answer period. The meeting started at 6:30 p.m. and ended about 9 p.m. Next steps are to work with city of Marina staff and other stakeholders to perform an odor attribution study. The objective is to move as quickly as possible to begin to develop factual answers around the odor issue concern.

ADJOURNMENT

NEXT MEETING DATE: March 3, 2021 at 10:30 a.m.

Respectfully submitted,

Timothy S. Flanagan



Memorandum

MONTEREY REGIONAL WASTE MANAGEMENT DISTRICT

DATE: January 29, 2021
TO: Personnel Committee
FROM: Peter Skinner
SUBJECT: Personnel Committee Meeting of February 3, 2021

RECOMMENDATION: For discussion and direction to staff

The Last Chance Mercantile Re-Opening Task Force (Task Force) is finalizing analysis of District options for re-starting LCM operations, which it plans to present to the Board of Directors on February 19, 2021. The Task Force intends to review with both the Finance and Personnel Committees a proposed process and framework (described below and attached) by which to evaluate options and discuss the best way to help the Board decide on a course of action.

Process

Staff proposes the following process:

1. Confirm District priorities through a review of the District's mission and the objectives for operating the Last Chance Mercantile. Staff will review the attached priorities at the Committee meetings for discussion. These priorities have been informed by direct feedback received from Board members at the outset of the project as well as by comments made by Board members over the past few months.
2. Provide a detailed, side-by-side analysis that compares three options available to the District. The purpose is to give decision-makers an easy way to see the important differences offered by the different approaches. See the attached list of proposed categories for this analysis.
3. Summarize options with an executive summary level synopsis. Staff envisions this information being provided in a simple "pros/cons" presentation.
4. Make a staff recommendation.

Final decision-making

Staff seeks feedback on the appropriate pace of Board level review, discussion, and decision-making for this project. One consideration is whether staff uses the February meeting to engage in a detailed discussion of the options, followed by a final decision to be rendered at the March meeting. As there may be considerable public comment at the February meeting, this timeline may give more Board members more time to consider all input.

LAST CHANCE MERCANTILE RE-OPENING - EVALUATION FRAMEWORK

January 29, 2021

Analysis Presentation Outline

1. District mission and operating objectives of Last Chance Mercantile
2. Detailed analysis (matrix) of three options
3. Summary of pros/cons of options
4. Final Recommendation

District mission and operating objectives

- Primary District mission: turning waste into resources. LCM contribution: diversion of waste from the landfill.
- Operating objectives:
 - Maintain a reuse program for full operational demonstration of the waste reduction hierarchy at the District:
 - Waste Prevention (Pub Ed)
 - **Reuse (LCM)**
 - Recycling (MRF)
 - Composting (Keith Day)
 - Energy Recovery (LFG)
 - Disposal (Landfill)
 - Maintain a financially sustainable business model; break-even or nearly break-even, both near-term and into the future
 - Operate in a COVID-19 safe manner
 - Provide the broadest community benefit possible
 - Support the re-use ecosystem: donors, individual buyers, commercial resellers
 - Create job opportunities and training
 - Educates the community on topics that support the District's mission and objectives
 - Provide platform/potential for program growth through future program innovation

Analysis Matrix Categories (evaluation criteria)

1. Organization qualifications & fit with District mission and objectives
 - Primary mission and compatibility with District
 - Experience in delivering services and programs (including reuse retail)
 - Key personnel qualifications
 - Performance record
 - Financial stability
2. Operational approach
 - Retail strategy – donations, merchandising, marketing...
 - COVID-19 safety approach
 - Innovation opportunities or potential
3. Employment Approach
 - Pay and Benefits
 - Opportunities for former LCM Staff
 - Skill development and training (is this important to District?)

LAST CHANCE MERCANTILE RE-OPENING - EVALUATION FRAMEWORK

January 29, 2021

4. Benefits to District

- Customer base and reach
- Services
- Financial
- Reputational/Brand

5. Risks to District

- Financial
- Operational
- Legal
- Reputational/Brand



Memorandum

MONTEREY REGIONAL WASTE MANAGEMENT DISTRICT

DATE: January 29, 2021
TO: Personnel Committee and Finance Committee
FROM: Berta Torres, Human Resources Manager
SUBJECT: COVID-19 Update | Impact on District and Draft Essential Employee Safety and Attendance Reward

Reviewed by:  Date: 1/29/21
General Manager

RECOMMENDATION: Informational Only

1. COVID-19 Update

Since March 2020, there have been 71 cases of employee absences related to COVID19, ranging from a few days to three months (the maximum required by the regulation for school/childcare closures). Of those, sixteen (16) employees were confirmed to have contracted the virus. All experienced mild symptoms and have fully recovered to the best of our knowledge.

To date, we have not had any “workplace outbreaks” as defined by CalOSHA and none of the confirmed cases were traced to exposures at the District and we believe that this is due in part to the District’s early implementation of safety protocols as well as the immediate isolation of confirmed cases encouraged by providing emergency paid sick leave.

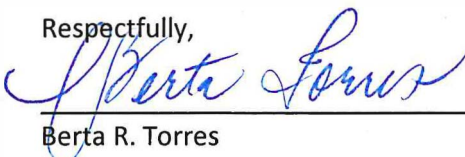
As previously reported, the federal regulation requiring emergency paid sick leave for COVID-19 illness expired in December 2020. However, the District extended the benefit to encourage employees to stay home and self-quarantine if they are confirmed to have contracted the virus or if a household member is confirmed positive. Since January 1st, there have been 8 employees who have benefited from the benefit extension.

While California progresses through the early phases and tiers of California’s COVID-19 Vaccine Plan, staff has been closely following the Monterey County Health Departments vaccination communications and schedule and is prepared to offer vaccines onsite as soon as the vaccines become available for Phase 1c (other essential workers), tentatively scheduled for April/May. We have registered our interest in hosting an onsite clinic with the Visiting Nurses Association, FastCare, WorkWell Medical Group and the County Health Department, for our essential workers and will move forward with the partner who is available first.

2. PROPOSAL FOR FY 20-21 COVID-19 ESSENTIAL EMPLOYEE SAFETY AND ATTENDANCE REWARD

Staff continues to work with legal counsel and the OE3 representatives to design a reward program that recognizes the District’s frontline employees for their contributions to the District’s success in sustaining full operations during the pandemic by practicing safe behaviors on and off work. Staff will provide a verbal update on the status of program development at the committee meeting.

Respectfully,


Berta R. Torres