

NOTICE & AGENDA



Personnel Committee Meeting

April 5, 2023, 10:30 a.m.

In-Person: 14201 Del Monte Blvd, Salinas, CA 93908 - Bales Board Room

Virtually: <https://us02web.zoom.us/j/85829282873>

Teleconference Location: 2616 1st Avenue, Marina, CA 93933

Meeting ID: 858 2928 2873

Board Members will be attending this meeting In-Person: Bales Board Room (or otherwise virtually via applicable teleconferencing provisions set forth in the Brown Act). The public may attend this meeting under either option of a hybrid format: In-person, as noted above, or Virtually.

Please see meeting information notice at the end of this agenda for more details.

Call to Order

Roll Call & Establishment of Quorum

Committee Chair: Jerry Blackwelder, City of Sand City

Board Chair: Jason Campbell, City of Seaside

Director: Karen Ferlito, City of Carmel-by-the-Sea
Wendy Root Askew, County of Monterey

Public Communications

Anyone wishing to address the Board 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. For information about submitting public comments in writing in advance of the meeting, please see the Meeting Information section of this agenda.

Discussion / Action

1. Receive March 1, 2023 Personnel Committee Study Session Summary

Recommendation: Receive February 1, 2023 Personnel Committee Study Session Summary

2. Review General Manager Evaluation Process

Recommendation: Provide Direction to Staff

General Manager Communications

Discuss Future Agenda Items

Closed Session

As permitted by Government Code Section 54956 et seq., the Board may adjourn to a closed session to consider specific matters dealing with litigation, certain personnel matters, real

Physical Address

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ReGenMonterey.org
@ReGenMonterey

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property negotiations or to confer with the ReGen Monterey's Meyers-Milias-Brown Act representative.

1. Conference with Labor Negotiators:
District Negotiators: Felipe Melchor, Helen Rodriguez, and Berta Torres
Employee Organizations: Operating Engineers – Laborers & Sales Clerks Unit

Return to Open Session

Please note: A report out and announcement concerning the closed session will be provided. Anyone requesting a report out of closed session items may contact the board clerk.

Adjournment

Next Meeting Date: May 3, 2023

MEETING INFORMATION

Virtual & Regular Meeting Notice: The meeting will be held (1) as a regular in-person meeting and (2) virtually via Zoom.

To join the Zoom webinar: Click on this link: copy/paste the link <https://us02web.zoom.us/j/85829282873> 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: 858 2928 2873**

Public Comments: If you are unable to participate virtually or via telephone, you may also submit your comments by e-mailing the board clerk at IGonzales@ReGenMonterey.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 p.m. on the day prior to the scheduled meeting. All submitted comments will be provided to the Board and may be read into the record or compiled as part of the record.

Posting Information

This agenda was posted at the ReGen Monterey administrative offices at 14201 Del Monte Blvd, Salinas, CA, 93908. The agenda, including staff reports and additional information regarding these items, are available on our website at ReGenMonterey.org and our administrative office during regular business hours (additional fee may apply for copying).

This agenda is subject to revision and may be amended prior to the scheduled meeting. If amended, a final agenda will be reposted.

Accessibility

All meetings are open to the public. ReGen Monterey does not discriminate against persons with disabilities and the boardroom is wheelchair accessible. In compliance with the Americans Disabilities Act, if you need special assistance to participate, please contact Board Clerk, Ida Gonzales at 831-384-5313 or email IGonzales@ReGenMonterey.org. Notification 48 hours prior to the meeting will enable us to make reasonable arrangements to ensure accessibility to this meeting. Later requests will be accommodated to the extent feasible. Recordings of meetings can be provided upon request.

MINUTES



The Personnel Committee met as scheduled on March 1, 2023, at 10:30 a.m., at the District administrative offices and, for other than Committee Members, via Zoom virtual conference.

Committee members in attendance in-person were Directors Blackwelder and Ferlito. Due to lack of a quorum the meeting was deemed a Study Session. Director Askew was present at the meeting via Zoom and so attended the study session as a member of the public.

Staff members in attendance were Felipe Melchor, Guy Petraborg, Helen Rodriguez, Zoe Shoats, Jay Ramos, Garth Gregson, Berta Torres and Ida Gonzales. Legal counsel Rob Wellington was also in attendance.

Discussion / Action

1. Approve February 1, 2023 Personnel Committee Minutes

The February 1, 2023 Personnel Committee Minutes were reviewed.

2. Team Lead Pay Stipend (New)

Staff provided a summary on the request to add a new Team Lead Pay Stipend. The committee members present during the study session support the addition of the Team Lead Stipend.

3. Landfill Operations Department Staffing Increase

Staff provided a summary on the request to add a new position in the Landfill Operations Department. The committee members present during the Study Session support the of the staffing increase to the Landfill Operations Department.

4. Engineering & Compliance Department Staffing Increase

Staff provided a review of the staff report provided in the Committee packet. The committee members present during the Study Session support the staffing increase to the Engineering & Compliance Department.

Closed Session

No Closed Session.

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MEMO



Discussion / Action

Item #: 2

Meeting Date: April 5, 2023

To: Personnel Committee
From: Berta R. Torres, HR Manager
Approved by: Felipe Melchor, General Manager

Subject: General Manager Performance Review Process

RECOMMENDATION

That the Personnel Committee provide direction to staff for the General Manager (GM) 2023 Performance Review.

BACKGROUND AND DISCUSSION

Felipe Melchor joined the Monterey Regional Waste Management District as General Manager (GM) on January 4, 2022. The GM received a probationary period performance review on September 2022, in accordance with the procedure established by the Personnel Committee. At the time the GM received the probationary period review and the Board of Directors established that the GM's first annual performance review would be completed at fiscal year-end.

To facilitate the GM's 2023 performance review by the Board of Directors, Staff is requesting direction from the Personnel Committee to establish the process and criteria by which the GM is to be evaluated. Attached, for the Personnel Committee's consideration in establishing the performance review criteria and procedure, is the following attachments:

- A. DRAFT Performance Review Procedure & Timeline for the GM Performance Review
- B. Performance Review template that was used for the probationary period review

The review template includes common management/leadership competencies used to evaluate various public entity senior leaders, i.e., General Managers, Fire Chiefs, Chief Executive Officers, etc. The template can be modified at the Personnel Committee's direction.

CONCLUSION:

Staff requests guidance and direction from the Personnel Committee to establish the process and criteria by which the GM is to be evaluated by the Board of Directors at fiscal year-end.

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PERFORMANCE REVIEW PROCEDURE AND TIMELINE

DRAFT

PURPOSE

The purpose of the *General Manager Performance Review Procedure* is to establish the process by which the General Manager’s (GM) performance is to be evaluated for the previous fiscal year. The process is established by the Personnel Committee (PC) and designed to include opportunity for each member of the Board of Director (BOD) to provide honest feedback regarding the GM’s performance and to provide the GM the opportunity to inform the BOD of support needed for continued success. The consolidated performance evaluation of the BOD is a basis for compensation changes and/or incentive awards.

PROCEDURE

Who	Agenda/Discussion/Actions	Date
Personnel Committee	<ol style="list-style-type: none"> 1. The PC considers performance review criteria, procedure and timeline. 2. Provides guidance to staff for development of template, procedure and timeline. 	April 2023
Personnel Committee and Board of Directors	<ol style="list-style-type: none"> 1. PC reviews draft template and timeline. Provides final input and approves template, procedure, timeline for presentation to Board of Directors for final input/approval. 2. BOD reviews recommended template, process and timeline. Provides final input and approval. 	May 2023
Board Meeting	<ol style="list-style-type: none"> 1. CLOSED SESSION: Self-Evaluation presentation by the GM. 2. The BOD receives the General Manager’s Performance Review template to be completed by each board member and submitted to the HR Manager <u>by Friday, June 30, 2023.</u> <ul style="list-style-type: none"> • The HR Manager forwards completed templates to the Board Chair and Vice Chair. • The HR Manager consolidates all BOD completed templates onto one form and prepares final Performance Review for presentation to the GM at the July BOD meeting in CLOSED SESSION. 	June 2023
Board Meeting	<p>CLOSED SESSION: The BOD presents the GM his overall annual performance review for FY 2022/23.</p> <p>OPEN SESSION: The BOD may act on any merit increase or incentive award for the GM, or it may refer the matter for further negotiations between the GM and the Board Chair, Vice Chair or Personnel Committee.</p>	July 2023



General Manager Performance Evaluation

To be completed by each Board Member and returned to HR Manager at:

btorres@mrwmd.org or
PO Box 1670, Marina, CA 93933

GM Name:		Hire Date:	
Rating Period:			
Type of Review: <input type="checkbox"/> 6-Month Probationary Period <input type="checkbox"/> Annual			

OVERALL PERFORMANCE RATING		
3 Exceeds Standards Individual gives valuable service to the District; such performance consistently exceeds what is reasonably expected of the General Manager.	2 Meets Standard Individual consistently demonstrates that essential job responsibilities are fully performed as expected from the General Manager.	1 Does Not Meet Standards Individual does not consistently meet job responsibilities.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Member of the Board of Directors

Date

General Manager Performance Evaluation

PERFORMANCE FACTORS

SECTION A. JOB KNOWLEDGE

Extent to which General Manager demonstrates job knowledge and is aware of current developments in his field.

1. Understands and Communicates Key Issues Affecting the District – Extent to which the General Manager understands and communicates current social, political and economic trends and operating problems of solid waste management with the Board (i.e., with respect to Federal, State, and Regional, and District level issues).

Exceeds Standards	Meets Standards	Does Not Meet Standards	Unknown
Effectively anticipates, understands, and identifies issues that the Board needs to be advised. Has the ability to effectively translate complex information into user-friendly terms. Expertly navigates difficult and sensitive situations.	Ability to understand and communicate issues related to the District as expected of a General Manager.	Does not demonstrate ability to understand and/or communicate issues to the Board at the level expected of a General Manager.	New to position and unable to rate at this time or not applicable.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. Political Awareness – Extent to which the General Manager is not political, but is politically aware and understands the political issues involved in identifying and setting goals to solve District problems.

Exceeds Standards	Meets Standards	Does Not Meet Standards	Unknown
Demonstrates outstanding ability to comprehend the “whole picture” of an issue and identify solutions and goals to proactively navigate and address.	Ability to understand issues and identify solutions and goals to resolve as expected of a General Manager.	Does not demonstrate the required level or ability to identify potential and/or current political issues to proactively address.	New to position and unable to rate at this time or not applicable.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. Industry Knowledge – Extent to which the General Manager has an overall working knowledge of solid waste management industry standards.

Exceeds Standards	Meets Standards	Does Not Meet Standards	Unknown
Demonstrates significant knowledge of solid waste management industry standards. Using that knowledge, provides guidance to staff to ensure the District serves the public.	Has knowledge of and understanding of solid waste management industry standards. Ensures the work done by the District adequately serves the public.	Lacks the level of knowledge regarding solid waste management industry standards to effectively ensure District business is adequately performed.	New to position and unable to rate at this time or not applicable.

General Manager Performance Evaluation

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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SECTION B. CONSTRUCTIVE RELATIONSHIPS

Extent to which the General Manager builds internal and external relationships that ensures collaboration.

1. Working Relationships - Extent to which the General Manager builds effective working relations with the Board.

Exceeds Standards	Meets Standards	Does Not Meet Standards	Unknown
Creates a partnership with Board members and Board committees that promotes and maintains the growth of positive collaborative working relationships. Equally responsive and accessible to all Board members. Treats Board members with respect and fairness.	Deals positively with the Board. Establishes and maintains working relations with the Board and Board committees.	Has difficulties working with the Board or does not consistently develop or maintain effective working relationships.	New to position and unable to rate at this time or not applicable.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. Communication – Ability to effectively articulate in written and verbal communications with the Board.

Exceeds Standards	Meets Standards	Does Not Meet Standards	Unknown
Communication is proactive, effective and appropriately communicates with all stakeholders. Demonstrates the ability to communicate assertively without causing negative reactions.	Communicates in a clear and concise manner, both orally and in writing. Demonstrates good judgment in selecting the proper mode of communications.	Struggles to effectively communicate either orally or in writing. Does not actively listen. May have oral or written skills below the expected standard for the General Manager. Communicates in a manner that does not convey a favorable image of the District.	New to position and unable to rate at this time or not applicable.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. Support in Policy Making – Extent to which the General Manager adequately supports the Board in its policy making role.

Exceeds Standards	Meets Standards	Does Not Meet Standards	Unknown
Proactively identifies and brings to the Board’s attention needed policy projects. Works effectively with the Board to identify options and develop policies.	Provides support to Board to identify and resolve policy decisions.	Does not provide needed support to the Board to facilitate policy making.	New to position and unable to rate at this time



General Manager Performance Evaluation

			or not applicable.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. Public Communication – Extent to which the General Manager manages channels of communication with the public and partner agencies.			
Exceeds Standards	Meets Standards	Does Not Meet Standards	Unknown
Proactively identifies effective channels of communication regarding District programs and services such as social media, neighborhood meetings, and District web site.	Ensure District programs and services are communicated to the public and partner agencies.	District programs and services are not adequately communicated to the public and partner agencies.	New to position and unable to rate at this time or not applicable.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5. Intergovernmental Collaboration - Extent to which the General Manager promotes the District’s collaboration and cooperative relations with other public agencies and business partners.			
Exceeds Standards	Meets Standards	Does Not Meet Standards	Unknown
Demonstrates ability to ensure the District’s collaboration with other public agencies and business partners that is beyond the performance expected. Ensures staff involvement, as appropriate. Values partner agencies’ participation. Promptly and effectively addresses conflicting interests.	Has established-collaborative and cooperative relationships with other public agencies and business partners.	Employee fails to create and/or promote a collaborative approach with other public agencies and business partners.	New to position and unable to rate at this time or not applicable.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SECTION C. LEADERSHIP AND MANAGEMENT			
Extent to which the General Manager exhibits effective leadership and management skills to accomplish the District’s mission.			
1. Leadership - The ability of the General Manager to lead the way to an inspiring future with a shared vision based upon the Board’s directed organizational goals, policies, and priorities.			
Exceeds Standards	Meets Standards	Does Not Meet Standards	Unknown
Positively influences outcomes by setting appropriate short and long term goals and strategies for staff that supports the Board’s vision for District. Catalyzes the	Understands the Board’s vision for the growth of the District and works with District staff to take supportive actions to support that vision.	Does not demonstrate ability to carry out the Board’s vision or is inconsistent in supporting the Board’s vision.	New to position and unable to rate at this time

General Manager Performance Evaluation

transition from “good to great” results.			or not applicable.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Financial Stewardship – Extent to which the General Manager manages the preparation of a budget, manages the established budget and utilizes financial resources efficiently.			
Exceeds Standards	Meets Standards	Does Not Meet Standards	Unknown
Oversight and management of the budget process and throughout the fiscal year, consistently monitors and anticipates overages in the budget and reacts proactively. Manages financial and material resources; utilizes cost saving measure appropriately.	Leads the budget process and exercises effective cost control. Strives to ensure the District stays within budget. Minimizes the necessity of overtime whenever possible. Management of purchasing regulations and process.	Does not demonstrate appropriate knowledge and management of the budget. budget process, and/or budget management. Consistently is not able to exercise effective cost control.	New to position and unable to rate at this time or not applicable.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Labor Relations and Human Resources Management – Supports District goals and objectives through effective labor relations and human resource management.			
Exceeds Standards	Meets Standards	Does Not Meet Standards	Unknown
Highly effective at balancing business and employee needs. Promotes and maintains amicable relations with labor union and swiftly resolves disagreements.	Demonstrates consistent employee management. Personnel issues are handled appropriately and professionally. Provides staff opportunities and recognition of their value to the team.	Inconsistent in ability to address personnel issues in either a timely or appropriate manner.	New to position and unable to rate at this time or not applicable.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Strategic Ability – Demonstrates the ability to plan, implement, and manage strategic change through long term planning while allowing for flexibility in changing conditions.			
Exceeds Standards	Meets Standards	Does Not Meet Standards	Unknown
Successfully aligns District resources and actions to support and carry out the Board’s direction/vision. Consistently exhibits flexibility to quickly and effectively meet changing conditions and capitalize on new opportunities as they arise while still adhering to the vision of the Board.	Directs District resources to support the Board’s direction/vision. Demonstrates the ability to plan and implement strategic change and displays optimism and enthusiasm in meeting challenges. Demonstrates ability to make decisions, provide direction with confidence and to gain commitment from others.	Inability to effectively manage strategic change to support the Board’s direction/vision or discounts the Board’s direction. Inconsistent in making timely decisions or appropriate decisions.	New to position and unable to rate at this time or not applicable.



General Manager Performance Evaluation

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

GOALS

Areas of focus for next six months, next year, etc.

OVERALL PERFORMANCE COMMENTS