

NOTICE & AGENDA



Personnel Committee Meeting

September 6, 2023 10:40 a.m. or as thereafter as the previous Special Meeting Ends.

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

Virtually: <https://us02web.zoom.us/j/83198228827>

Teleconference Location: 2616 1st Avenue, Marina, CA 93933 (Director Askew)

Meeting ID: 831 9822 8827

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

Call to Order

Just Cause Notifications and Emergency Circumstance Requests (AB 2449)

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. Approve June 7, 2023 Personnel Committee Minutes

Recommendation: Approve June 7, 2023 Personnel Committee Minutes

2. Discuss Draft White Paper

Recommendation: Provide Direction to Staff

3. Report on Employee Survey

Recommendation: Information Only

4. General Manager Communications

Discuss Future Agenda Items

Physical Address

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

- 1) Conference with Labor Negotiators (Govt. Code §54957.6).
District Representatives: Members of the Board of Directors
Unrepresented Employee: General Manager

Return to Open Session

Please note: A report out and announcement concerning the closed session will be provided which may include the matter of the compensation furnished to the General Manager (Govt. Code §54953(c)(3)). Anyone requesting a report out of closed session items may contact the board clerk.

Adjournment

Next Meeting Date: October 4, 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: <https://us02web.zoom.us/j/83198228827> 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: 831 9822 8827**

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 Gonzales@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.

DRAFT MINUTES



The Personnel Committee met on June 7, 2023, at 10:30 a.m., at the District Administrative Offices and via Zoom virtual conference. Committee members in attendance were Committee Chair Blackwelder and Directors Askew, Campbell, and Ferlito.

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

There were no public comments.

Discussion/Action

1. Approve March 3, 2023 Personnel Committee Minutes

It was moved by Chair Blackwelder, seconded by Director Campbell To: Approve Receive the May 3, 2023 Personnel Committee Minutes.

The Motion was passed by the following Roll Call vote:

Director Askew: Yes Chair Campbell: Yes
Director Blackwelder: Yes Director Ferlito: Yes

2. Presentation of Draft Final Budget for FY 2023/24

Garth Gregson presented the Draft Final Budget.

3. Update on White Paper.

Guy Petraborg, Director of Engineering and Compliance presented on the White Paper. The report reviewed solid waste practices in California and solid waste practices at Regen Monterey. Mr. Petraborg also reviewed the regional tip fee growth for 2022 and historical Regen Monterey budget snapshots. The committee directed staff to present a draft version of the White Paper to the committee for further discussion.

4. Update on Trial Period Recording Board and Committee Meetings.

Zoe Shoats, Director of Communications and Public Education provided an update on the viewership of the Board and Committee meetings online. The average viewership of a Board of Directors meeting is 32 views a meeting, while committee meetings receive an average of 16 views a meeting. The committee supported approval to continue with posting the recordings online. This item will be placed on the June Board meeting agenda for Board approval.

GM Comments

The General Manager provided GM comments on the following items:

- Scalehouse Project - Bids are due on June 8, 2023. The contract will be potentially awarded at the June Board.
- ReGen Monterey Internships – ReGen Monterey has a new Engineering Intern for the summer of 2023.
- Public Hearing – The June 23 Public Hearing Notice was posted.

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- Wellness Program - This new FY, we will be setting up a mini-farmers' market on the third Thursday of the months of July, August, and September, with fresh produce for employees to take home. This is part of the Wellness Program, and we will be purchasing the produce from a local organic farmer. The Wellness Program includes a Fall Wellness Fair, which is held in October - which offers flu vaccines, biometric testing, and wellness coaching from our partners at Montage Health, games and raffles.
- Safety - ReGen Monterey introduced its *100 Days of Summer Safety* from Memorial Day to Labor Day. Several safety events and activities are planned to support this effort.
- Customer Conduct – Staff discussions will be held regarding customer conduct policies and public messaging on expectations and safety when visiting ReGen Monterey.

Closed Session

No Closed Session

Return to Open Session

The Committee came back into open session at 11:45 a.m. and Legal counsel announced that in Closed Session the Board received information on the Closed Session item listed on the agenda and discussion had been held; no reportable action was taken.

Adjournment

There being no further business to come before the committee at this time. The June 7, 2023 Personnel Committee was adjourned by Committee Chair Blackwelder at 11:45 a.m.

Next Meeting Date: July 5, 2023 at 10:30 a.m.

MEMO

Discussion / Action Item #: 3

Meeting Date: September 6, 2023



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

Subject: 2023 Employee Engagement Survey

RECOMMENDATION

Informational Only

BACKGROUND

Studies have shown that employee engagement surveys help organizations identify and build on their strengths and talents, identify opportunities for improvement and with the allocation of resources. Studies have also shown that when people are engaged, they are more productive, deliver better results and have higher job satisfaction. Employee engagement surveys provide insight as to how employees are feeling about the organization, their jobs and what they need to do their job better. Regular surveys are recommended and the ReGen Monterey most recently conducted surveys in 2016 and 2018. The 2020 survey was deferred until 2023 due to a myriad of challenges and changes occurring in the last five years, such as the COVID19 Pandemic, layoffs, retirements of several senior managers, etc. As the new General Manager completed one year of service and things have settled down a bit, the anonymous survey was repeated in June 2023.

DISCUSSION

The survey included 12 multiple-choice questions (written as affirmations) intended to assess various areas of the employee experience (communication, relationship with supervisor, recognition, teamwork, general feelings about ReGen and its direction) as well as two open-ended questions, which encourage any additional input in response to, “What’s working well?” and “What suggestions for improvement do you have?”. The multiple-choice questions allow for a range of responses from “strongly agree” to “strongly disagree”. Considering the organizational changes experienced at ReGen in 2018, i.e. MRF 2.0, new senior leadership and again during the last five years, we included a new question both years to gauge how employees were feeling about all the recent changes. The response to this affirmative statement (Q. 12) confirms Management’s perception that employees are generally feeling good about their experience at ReGen and the organization’s direction. Other key takeaways include:

Strengths:

1. In general, employees have a good relationship with their immediate supervisor and manager, with this area receiving the highest positive responses both years. (Q. 1, 8 and 9)
2. There is a lot of pride in the work of ReGen as shown by the responses to affirmative statements “Pride in District Work” and willingness to refer friends and family members to work at ReGen

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with these two statements receiving the second-highest number of positive responses overall both years. (Q. 13 and 14)

3. District is an employer of choice based on the number of respondents who indicated they would recommend the District to friends and family. This response appeared in the top four (4) in 2016, 2018 and 2023. (Q. 14)
4. In General, employees feel they receive enough training and resources to do their jobs well. (Q. 4 and 6)
5. Great improvement is noted from 2018 to 2013 in the areas of “teamwork” and “accountability”, as well as “recognition for good work” (Q. 2, 9 and 10)

Opportunities for Improvement:

1. While we have made great strides in the areas “engagement” and “internal communications” the ratings suggest we should continue to seek ways to engage employees in seeking solutions to issues and to keep employees informed about matters that affect them. (Q. 5 and 11)
2. There is still more work to do in the area of “accountability”, as evidenced by the responses to “Poor work is not tolerated” and “My coworkers are performing their jobs to the best of their abilities.” (Q. 10 and 7)
3. Performance Management – There is also an opportunity for more frequent and timely performance feedback as indicated by response to Q3.

It is important to note that a majority of the responses are from the MRF Department with more than half of the responses coming from MRF staff, as the manager distributed the forms and provided employees time to complete them. This is another key takeaway and lesson-learned that we expect will result in greater participation from all other departments in the future. Having said that, because of the high rate of participation this year, as compared to 2018 (48%) and 2016 (59%), we feel confident that the sampling represents the sentiments of the majority of employees.

Next Steps:

1. Survey results will be shared with the Board of Directors, frontline managers and supervisors, employees and the union representatives.
2. Management is committed to working with front line management, employees and the union representatives to explore options for leveraging our strengths and developing opportunities to increase employee satisfaction in areas where improvements are needed.

CONCLUSION

Staff is pleased to present the Personnel Committee the results summary of the 2023 Employee Survey for your information. The survey results indicate employees are generally feeling good about their experience at ReGen Monterey and its direction. And, while Staff is pleased to find improvement in employee sentiments from 2018 to 2023 in the areas of teamwork, accountability and recognition for good work, we recognize that developing an engaged workforce is a multifaceted endeavor and is never “complete”.

	2023		2018	
Total Employees*:	109		93	
Total Participation:	82	75%	45	48%
Good Benchmark is 65% to 85%				
*excludes managers/directors				

- Streghts
 - Pride in ReGen's Work
 - Trust (manager/supervisor/coworkers)
 - Training, Resources, Tools
 - Recognition for one's contributions
 - Teamwork
- Opportunities for Improvement (20% of more of lower ratings)
 - Regular performance management feedback
 - Communication
 - Teamwork/Accountability
- Open-Ended Questions
 - Several comments identified scales traffic as an issue.
 - Not modeling what we preach - walking the talk (one person)
 - Appreciation for improved communications (supervisors and leadership)

Q1. My manager/supervisor trusts me to do the right thing.

Answer Choices	2023		2018	
	Reponses	Total	Responses	Total
Strongly agree	56%	46	56%	25
Agree	39%	32	31%	14
Neither agree nor disagree	2%	2	9%	4
Disagree	1%	1	0%	0
Strongly disagree	1%	1	4%	2
	Answered	82		45

Q2. My co-workers are performing their jobs to the best of their ability.

Answer Choices	2023		2018	
	Responses	Total	Responses	Total
Strongly agree	44%	36	27%	12
Agree	41%	34	24%	11
Neither agree nor disagree	10%	8	24%	11
Disagree	0%	0	18%	8
Strongly disagree	5%	4	4%	2
	Answered	82		44

Great improvement noted

2023			2018		
Q3. I get frequent feedback on what I do and how I do it.					
Answer Choices	Responses	Total	Responses	Total	
Strongly agree	29%	24	27%	12	
Agree	40%	33	40%	18	
Neither agree nor disagree	15%	12	9%	4	Opportunity for Improvement
Disagree	10%	8	18%	8	
Strongly disagree	5%	4	2%	1	
Answered		81		43	
Q4. I receive enough training to do my job well.					
Answer Choices	Responses	Total	Responses	Total	
Strongly agree	43%	35	40%	18	
Agree	39%	32	31%	14	
Neither agree nor disagree	13%	11	9%	4	Improvement Noted
Disagree	2%	2	11%	5	
Strongly disagree	2%	2	7%	3	
Answered		82		44	
Q5. The District Management asks for my opinions and responds to my suggestions.					
Answer Choices	Responses	Total	Responses	Total	
Strongly agree	27%	22	18%	8	
Agree	39%	32	38%	17	Improvement Noted
Neither agree nor disagree	22%	18	29%	13	
Disagree	9%	7	7%	3	
Strongly disagree	5%	4	7%	3	
Answered		82		44	
Q6. I have enough resources to do my job well.					
Answer Choices	Responses	Total	Responses	Total	
Strongly agree	38%	31	29%	14	
Agree	46%	38	40%	18	
Neither agree nor disagree	7%	6	7%	3	Improvement Noted
Disagree	7%	6	16%	7	
Strongly disagree	1%	1	4%	2	
Answered		82		44	
Q7. My co-workers help others on the job when they see the need.					
Answer Choices	Responses	Total	Responses	Total	
Strongly agree	41%	34	33%	15	
Agree	32%	26	33%	15	Improvement Noted
Neither agree nor disagree	17%	14	4%	2	
Disagree	5%	4	27%	12	
Strongly disagree	5%	4	2%	1	
Answered		82		45	

	2023		2018	
Q8. I have open, honest and respectful communication with my direct supervisor.				
Answer Choices	Responses	Total	Responses	Total
Strongly agree	59%	48	51%	23
Agree	29%	24	33%	15
Neither agree nor disagree	6%	5	2%	1
Disagree	5%	4	11%	5
Strongly disagree	1%	1	2%	1
	Answered	81		45

Q9. Good work is recognized.

Answer Choices	Responses	Total	Responses	Total
Strongly agree	43%	35	29%	13
Agree	39%	32	29%	13
Neither agree nor disagree	12%	10	13%	6
Disagree	6%	5	20%	9
Strongly disagree	1%	1	9%	4
	Answered	82		45

Improvement Noted

Q10. Poor work is not tolerated.

Answer Choices	Responses	Total	Responses	Total
Strongly agree	34%	28	13%	7
Agree	34%	28	27%	12
Neither agree nor disagree	23%	19	31%	14
Disagree	4%	3	22%	10
Strongly disagree	4%	3	4%	2
	Answered	81		45

Improvement Noted

Opportunity for
Improvement

Q11. I feel the District keeps me informed about matters that affect me.

Answer Choices	Responses	Total	Responses	Total
Strongly agree	35%	29	18%	8
Agree	37%	30	38%	17
Neither agree nor disagree	24%	20	20%	9
Disagree	2%	2	22%	10
Strongly disagree	1%	1	2%	1
	Answered	81		45

Improvement Noted

Opportunity for
Improvement

Q12. Changes made in the past year at the District have mostly been for the better.

Answer Choices	Responses	Total	Responses	Total
Strongly agree	49%	40	18%	10
Agree	32%	26	36%	16
Neither agree nor disagree	16%	13	29%	13
Disagree	1%	1	9%	4
Strongly disagree	2%	2	4%	2
	Answered	82		45

Improvement Noted

2023			2018	
Q13. I am proud of the District and the work I do here.				
Answer Choices	Responses	Total	Responses	Total
Strongly agree	61%	50	47%	21
Agree	28%	23	40%	18
Neither agree nor disagree	10%	8	7%	3
Disagree	0%	0	4%	2
Strongly disagree	1%	1	2%	1
	Answered	82		45

Q14. I would recommend the District to friends and family looking for work.				
Answer Choices	Responses	Total	Responses	Total
Strongly agree	60%	49	44%	20
Agree	28%	26	38%	17
Neither agree nor disagree	5%	4	13%	6
Disagree	0%	0	2%	1
Strongly disagree	4%	3	2%	1
	Answered	82		45