



MEMORANDUM TO: Board of Directors

FROM: Admin. Services Supervisor

SUBJECT: January 6, 2011 Personnel Committee Meeting Minutes

DATE: January 7, 2011

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1. ***Call to Order and Roll Call*** – On January 6, 2011 at 6:00 p.m., CVSD Directors Ralph Johnson and Danny Akagi met as the Personnel Committee. General Manager, Roland Williams and Administrative Services Supervisor, Janette Stuart were in attendance. Also in attendance was CVSD Employee Representative Elliott Johnson, (thru item 3) Barbara Nagy was absent. Chair Johnson called the meeting to order at 6:18 p.m.
 2. ***Items from the Public*** - There were no items from the public.
 3. ***MOU Discussion between Committee, Employee Representatives and General Manager*** – Chair Johnson reported that due to a time constraint this matter was not discussed by the Board on January 4, 2011. A Special Board Meeting is scheduled for January 18 and this item will be discussed. Another Personnel Committee meeting was tentatively scheduled for Thursday, January 20 at 6 p.m.

Mr. Johnson reported that the employees had a question about the draft budget showing a surplus and how that would affect the employees with no COLA and salary increase proposal by the Board. The employees would like the answer as to why they are being told no COLA or salary increases when there is a budget surplus. Mr. Johnson stated the employees would also like more information about the open range salary schedule prior to possible implementation.

Chair Johnson replied the budget surplus is a short term position and that the Board is looking for immediate and long term solutions to the rising costs of employee salaries, pension and health benefits.

Manager Williams stated the employees can review the most current Statement of Operations and financial statements and that staff can provide these documents and answer any questions.

Mr. Johnson stated the employees “hear” there is a budget surplus but have not seen the document. Mrs. Stuart replied that the budget is still in rough draft form and will go to the Budget & Long Range Planning Committee later this month.

Manager Williams reported that staff should provide some financial information to staff. The most recent audit shows a net asset gain, the majority of that is almost \$2 million in connection fees which is an extraordinary gain and not anticipated to be replicated in the future.

Mrs. Stuart reported that reference information regarding the open range salary implementation plan has been requested from Public Sector Personnel Consultants. The findings should be available at the next meeting.

After no further discussion on this item, the employee representative departed the meeting at this time.

4. ***Solid Waste Department staffing*** – Manager Williams presented a memo dated Jan. 6, 2011 as justification for the decision to promote the incumbent Solid Waste Intern to Solid Waste Office Assistant effective July 1, 2011. He stated the incumbent has performed at an exceptional caliber.

Chair Johnson asked what wouldn't get done if this employee was not retained? Manager Williams stated it was mentioned in the memo and that it would be discussed within the next few minutes.

Chair Johnson also mentioned the District has made a huge investment in this candidate and if her services were not retained those costs would be thrown away at the end of her tenure.

Manager Williams also stated the District would not need a Solid Waste Intern once this move is made and that internal promotions have worked out well in the past. Staff has voiced concerns about the time invested in recruiting, training and supervising other interns who have not worked out in the past.

Member Akagi approves the staff recommendation because of the "trickle-up" effect of freeing up time for the Solid Waste Specialist, Solid Waste Coordinator and General Manager to work on higher level tasks. The effect of the General Manager's time gained is 17% or \$44,824.

Chair Johnson recommended staff edit the memo to include a pros and cons section for the next meeting. He feels the move is good for morale and the past success of internal promotions is a great indicator.

5. ***Miscellaneous Comments from Committee Members and Staff*** –

Mrs. Stuart reported that the current Summer Environmental Services/Engineering Intern assignment with the District will end on January 21, 2011.

Manager Williams reported Gilbert Espinoza and Mary Jeyaprakash completed their probationary periods this week. Her two-year assignment is scheduled to end on January 4, 2012.

6. ***Adjournment of Meeting*** - Chair Johnson adjourned the meeting at 7:21. The next meeting was tentatively set for Thursday, January 20, 2011 at 6 p.m.