



MEMORANDUM TO: Board of Directors

FROM: Admin. Services Supervisor

SUBJECT: January 20, 2011 Personnel Committee Meeting Minutes

DATE: January 21, 2011

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1. ***Call to Order and Roll Call*** – On January 20, 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 were CVSD Employee Representatives Elliott Johnson and Barbara Nagy. Chair Johnson called the meeting to order at 6:06 p.m.
 2. ***Items from the Public*** - There were no items from the public.
 3. ***MOU Discussion between Committee, Employee Representatives and General Manager*** –
Manager Williams distributed 2 spreadsheets for the Committee and staff to review. The first detailed the existing Staff and Board MOU offers per item and the second the Retirement and Healthcare costs for both current and projected rates for discussion. The Committee and staff reviewed these items in detail. After a brief discussion, Mr. Johnson asked Chair Johnson if the information listed as of Jan. 18, 2011 was the Board's counter offer. Chair Johnson replied yes. Mr. Johnson replied that staff was meeting to discuss MOU updates the following day and this offer was within their previous parameters and anticipated to be approved by staff. He reported the Employee Representatives would meet with General Manager to give him an update. The Employee Representatives asked to be excused for a 2-minute duration. Chair Johnson agreed to the request. The Employee Representatives returned a short time later. Mr. Johnson thanked the Committee for accepting the staff offer and echoed his thanks to the full Board for their efforts. Chair Johnson said another Total Compensation Study will be completed in 2 years to see where the employees are in relation to market conditions at that time. The Board's commitment is to bring the employees up in salary should the study reveal its necessity. Chair Johnson also thanked the employees as they gave up salary increases for 2 years and will also begin participating in the cost of retirement and health benefits during the second year of the upcoming MOU cycle. Mrs. Nagy reported the December 2010 CPI number was received and was 1.8%, the December 2009 CPI number was 3%. Mrs. Nagy reported there are several suggested clerical items highlighted for edits in the MOU, the majority recommended by Administrative Services Supervisor. The Committee reviewed the minor

clerical changes and approved them for the draft MOU. Mr. Johnson discussed the regular working hours which currently states 8 hours within a timeframe of 7 a.m. – 4:30 p.m. Manager Williams requested it be edited to 7 a.m. – 6 p.m. The next item for discussion was the 4 hours added to annual leave in October each year. After some discussion the Committee recommended staff add the 4 hours to the annual leave amount beginning in the March 1, 2011 MOU. Mrs. Nagy verified the current salary ranges and 5 step compensation plan would still be administered. The Committee said that was correct. General Manager is currently reviewing the new job descriptions for the 2 new positions of Solid Waste Supervisor and Engineering Assistant. Staff will be assigned salary placement based on the Total Compensation Analysis recommendations and internal equity. These 2 positions will be discussed at the next Personnel Committee meeting.

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

Chair Johnson requested a meeting site at District Offices for Jan. 27 at 11 a.m. Mrs. Nagy booked the meeting.

Mrs. Stuart reported staff has begun the Administrative Review of the Policies and Procedures Manual for 2011. The draft will be reviewed by the Committee in February and approved by the full Board in March.

Mrs. Stuart also asked about a current employee who is projected to attain full-time benefitted status if approved by the Board as of July 1, 2011. Would she be grandfathered in as the Tier 1 plan for retirement and health or the first in Tier 2? Mrs. Nagy asked about the MP employees should their temporary status be extended be Tier 1 or Tier 2. The Committee recommended that both groups would be Tier 1.

Mrs. Stuart reported the State of the District has been scheduled for April 11, 2011. Chair Johnson encouraged staff to consider getting the message out via social media and blogs to reach a larger audience in lieu of an informational meeting setting. Member Akagi reported the Town Hall meeting was a good idea and has been mentioned in a recent news article.

Mrs. Stuart also reported an employee has a suspended driver's license and the District has made accommodations for a one-month period.

5. ***Adjournment of Meeting*** - Chair Johnson adjourned the meeting at 7:12 p.m. The next meeting was tentatively set for Monday, January 24, 2011 at 6 p.m.