



Central Contra Costa Solid Waste Authority

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## **STANDING PERSONNEL COMMITTEE MEETING**

**FEBRUARY 18, 2020 – 10:00 A.M.**

RecycleSmart Offices  
1850 Mt. Diablo Blvd., Ste. 320  
Walnut Creek, CA 94596

1. **CALL TO ORDER**

2. **PUBLIC COMMENT ON ITEMS NOT ON THIS AGENDA**

If you would like to address the Committee, please complete a speaker's card and submit it to the Secretary of the Board. When addressing the Committee, please state your name and address for the record. There is a three-minute limit to present your information. (The Committee Chair may direct questions to any member of the audience as appropriate at any time during the meeting.)

3. **CONSENT ITEMS**

All items listed on the Consent Calendar may be acted upon in one motion. However, any item may be removed from the Consent Calendar by request by a member of the Committee, public, or staff, and considered separately.

a. Approve Minutes of the Standing Personnel Committee Meeting on August 8, 2019\*

4. **ACTION ITEMS**

a. Fiscal Year 2020-2021 Cost of Living Adjustment\*  
Review Cost of Living Adjustment and provide a recommendation to the Finance and Administration Committee to be included in the draft budget.

5. **CLOSED SESSION**

- a. Public Employee Performance Evaluation  
Pursuant to Government Code Section 54957 - Title: Executive Director
- b. Public Employee Appointment and Conference with Labor Negotiators  
Pursuant to Government Code Section 54957 and 54957.6  
Agency's designated representatives: Deborah Miller (General Counsel)  
Unrepresented employee: Executive Director

6. COMMITTEE COMMUNICATIONS AND ANNOUNCEMENTS

7. ADJOURNMENT

ADDRESSING THE COMMITTEE ON AN ITEM ON THE AGENDA

Persons wishing to speak on PUBLIC HEARINGS and OTHER MATTERS listed on the agenda will be heard when the Chair calls for comments from the audience, except on public hearing items previously heard and closed to public comment. The Chair may specify the number of minutes each person will be permitted to speak based on the number of persons wishing to speak and the time available. After the public has commented, the item is closed to further public comment and brought to the Board for discussion and action. There is no further comment permitted from the audience unless invited by the Board.

ADDRESSING THE COMMITTEE ON AN ITEM NOT ON THE AGENDA

In accordance with State law, the Committee is prohibited from discussing items not calendared on the agenda. For that reason, members of the public wishing to discuss or present a matter to the Committee other than a matter which is on the Agenda are requested to present the matter in writing to RecycleSmart Board Secretary at least one week prior to a regularly scheduled Board meeting date. If you are unable to do this, you may make an announcement to the Committee of your concern under PUBLIC COMMENTS. Matters brought up which are not on the agenda may be referred to staff for action or calendared on a future agenda.

AMERICANS WITH DISABILITIES ACT

In accordance with the Americans With Disabilities Act and California Law, it is the policy of the Central Contra Costa Solid Waste Authority dba RecycleSmart to offer its public meetings in a manner that is readily accessible to everyone, including those with disabilities. If you are disabled and require special accommodations to participate, please contact RecycleSmart Board Secretary at least 48 hours in advance of the meeting at (925) 906-1801.

**DRAFT MINUTES OF THE  
STANDING PERSONNEL COMMITTEE MEETING  
OF THE CENTRAL CONTRA COSTA SOLID WASTE AUTHORITY  
HELD ON AUGUST 8, 2019**

The meeting of the Standing Personnel Committee of the Central Contra Costa Solid Waste Authority (CCCSWA) convened at 1850 Mt. Diablo Boulevard, Suite 320, Walnut Creek, County of Contra Costa, State of California, on August 8, 2019. Committee Chair Worth called the meeting to order at 9:00 A.M.

**1. CALL TO ORDER, ROLL CALL**

PRESENT: Committee Members: Matt Francois  
Teresa Gerringer  
Karen Mitchoff  
Karen Stepper  
Amy Worth, Chair

ABSENT: Committee Member: Kymberleigh Korpus

**Staff members present:** Ken Etherington, Executive Director; Janna McKay, Executive Assistant/Secretary to the Board; and Wendy Nelson, Finance Manager/Controller.

**2. PUBLIC COMMENT ON ITEMS NOT ON THIS AGENDA**

There were no comments from the public.

**3. ACTION ITEMS**

- a. Cost of Living Adjustment (COLA) Policy  
Review and provide direction to staff on the COLA Policy and forward to the full Board for approval.

Executive Director Ken Etherington advised that the current COLA policy was approved by the Board in 2016. At the April 10 Finance Committee meeting, the Committee requested that the Personnel Committee review the current COLA policy because one of their concerns was that the Bay Area Consumer Price Index (CPI) was so high that a nationwide CPI should be used instead. He noted the current policy gave the Board 100 percent control with no restrictions. He clarified that the current COLA of 3.5 percent had been implemented on July 1. The Bay Area CPI was at 4.5 percent.

By consensus, the Committee directed staff to leave the current policy as is but to provide the Committee with information in order to set the COLA for the following year, including a 12-month Bay Area CPI average, and to identify the COLA for the current fiscal year, or most recent, from each Member Agency. The Personnel Committee did not support the Finance Committee's recommendation to use a national CPI.

**4. COMMITTEE COMMUNICATIONS AND ANNOUNCEMENTS**

There were no Committee communications or announcements.

**5. ADJOURNMENT**

There being no further business to come before the Committee, Chair Worth adjourned the meeting at approximately 9:30 A.M.

Respectfully submitted by:

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Janna McKay, Executive Assistant/  
Secretary to the Board of the  
Central Contra Costa Solid Waste Authority,  
County of Contra Costa, State of California



Central Contra Costa Solid Waste Authority

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# Agenda Report

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**TO:** CCCSWA PERSONNEL COMMITTEE  
**FROM:** KEN ETHERINGTON, EXECUTIVE DIRECTOR  
WENDY NELSON, FINANCE MANAGER/CONTROLLER  
**DATE:** FEBRUARY 18, 2020

**SUBJECT: FISCAL YEAR 2020-21 COST OF LIVING ADJUSTMENT**

## SUMMARY

At the August 8, 2019 Personnel Committee meeting, the Committee requested staff to provide a 12-month calendar year average percent change in the San Francisco-Oakland-Hayward CPI-U for calendar year 2019. Also requested was a survey of Member Agency's Cost of Living Adjustments (COLAs) that went into effect during fiscal year 2019-20.

## RECOMMENDED ACTION

1. Review Cost of Living Adjustment and provide a recommendation to the Finance and Administration Committee to be included in the draft budget.

## DISCUSSION

Based on a request from the Finance Committee, Staff met with the Personnel Committee to review the current COLA policy to determine if any changes to the policy were needed. It was determined by the Personnel Committee to leave the policy as is, since the policy allows the Board full discretion on the decision regarding COLA.

The Personnel Committee also directed Staff to provide a 12-month calendar year average percent change in the San Francisco-Oakland-Hayward CPI-U for the previous calendar, as well as the current fiscal year's COLA increases for member agencies.

The Committee's COLA adjustment will be included in the fiscal year 2020-21 draft budget that will be reviewed by the Finance and Administration Committee.

The 12-month calendar year average percent change in the San Francisco-Oakland-Hayward, all urban consumer, CPI-U for calendar year 2019 is as follows:

<b>2019</b>	
<b>Month</b>	<b>12-month change</b>
February	3.5%
April	4.0%
June	3.2%
August	2.7%
October	3.0%
December	2.5%
<b>Average</b>	<b>3.2%</b>

Information on member agency Cost of Living Adjustments that went into effect during fiscal year 2019-20 is as follows:

<b>Member Agency Cost of Living Adjustments</b>		
<b>Member Agency</b>	<b>Effective Date</b>	<b>Percent Increase</b>
County	7/1/2019	4.00%
Lafayette <sup>1</sup>	7/1/2019	5.10%
Moraga	July 2019 <sup>2</sup>	3.00%
Orinda <sup>3</sup>	8/3/2019	3.00%
Walnut Creek	6/30/2019	3.00%
<b>Average</b>		<b>3.62%</b>

1. Average salary range percent increase for all employees based on salary survey conducted February 2019.
2. Increases effective the first full pay period in July 2019.
3. Unrepresented managers and mid-managers only. Represented employees still in negotiations with City.