STANDING PERSONNEL COMMITTEE MEETING

REVISED

MARCH 17, 2020 – 1:00 P.M.
ReycleSmart Offices
1850 Mt. Diablo Blvd., Ste. 320
Walnut Creek, CA 94596

NOTICE OF TELECONFERENCED MEETING
Publicly accessible location from which members of the public shall have the right to observe and offer public comment at the public meeting is: RecycleSmart Offices, 1850 Mt. Diablo Blvd., Ste. 320, Walnut Creek, CA 94596. Teleconference locations not open to the public pursuant to California Governor Executive Order N-25-20 (dated March 12, 2020).

Committee Members Teleconferencing: Candace Andersen, Teresa Gerringer, Renata Sos, and Amy Worth.

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 February 18, 2020*
4. 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) and Deanna Mouser (Employment Counsel)
   Unrepresented employee: Executive Director

5. COMMITTEE COMMUNICATIONS AND ANNOUNCEMENTS

6. 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 d/b/a 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 FEBRUARY 18, 2020

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 February 18, 2020. Committee Chair Worth called the meeting to order at 10:00 A.M.

1. CALL TO ORDER, ROLL CALL

PRESENT: Committee Members: Matt Francois
Teresa Gerringer
Renata Sos
Amy Worth, Chair

ABSENT: Committee Members: Karen Mitchoff
Karen Stepper

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

2. PUBLIC COMMENT ON ITEMS NOT ON THIS AGENDA

There were no comments from the public.

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*

MOTION by Committee Member Gerringer to adopt Consent Item A, as submitted. SECOND by Committee Member Francois. ABSTAINED by Committee Member Sos.

MOTION PASSED unanimously.
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.

      The Personnel Committee voted unanimously to recommend to the Finance & Administration Committee that it include in the draft budget for FY 20-21 a Cost of Living Adjustment (COLA) of 3.2%, which is equal to the 12-month calendar year average percent change in the Consumer Price Index (San Francisco-Oakland-Hayward, all urban consumer (CPI-U)) for calendar year 2019 and consistent with the agency’s approach to COLA in the prior fiscal year.

      The Personnel Committee convened in closed session.

5. **CLOSED SESSION**

   a. **Public Employee Performance Evaluation**
      Pursuant to Government Code Section 54957 - Title: Executive Director

      Upon re-convening in open session, there was no action to report.

   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

      Upon re-convening in open session, the Committee discussed, and unanimously recommended (1) that the Finance & Administration Committee include in the draft budget for FY 20-21 a Cost of Living Adjustment (COLA) for the Executive Director of 1.6% (which is one-half of the 3.2% recommendation for the remainder of agency staff), and (2) the re-appointment of the Executive Director for another term. The Committee directed legal counsel to prepare for the Committee’s consideration proposed amendments to the employment agreement with the Executive Director to replace the existing Cost of Living Adjustment (COLA) provision with a provision that would make any COLA adjustment for the Executive Director consistent with any COLA adjustment for other agency staff.

6. **COMMITTEE COMMUNICATIONS AND ANNOUNCEMENTS**

   There were no Committee communications or announcements.
7. **ADJOURNMENT**

There being no further business to come before the Committee, Chair Worth adjourned the meeting.

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