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STANDING PERSONNEL COMMITTEE MEETING

FEBRUARY 25, 2021 – 10:00 A.M.

Teleconference/Public Participation Information

This meeting will be held exclusively via teleconference participation of a quorum of Committee members in locations not open to the public in compliance with the Governor's Executive Order N-25-20 (March 12, 2020) as superseded by Order N-29-20 (March 17, 2020), allowing for deviation of teleconference and physical location meeting rules otherwise required by the Ralph M. Brown Act. The purpose of the orders is to provide the safest environment for staff and the public consistent with Contra Costa County Health Services' current public health recommendations, while allowing the public to observe and address the Committee.

For this meeting, there will be no physical location from which members of the public may observe the meeting. Instead:

- Members of the public are welcome to submit written comments via email to the Board Secretary at Authority@RecycleSmart.org prior or during the time for public comment at the meeting. The Board Secretary will share all comments with the Committee at the meeting and make them part of the public record.
- Members of the public are also welcome to observe and address the Committee telephonically, at the appropriate time for public comment during the meeting, following these instructions:

To listen to the meeting on-line through your web browser:

<https://zoom.us/j/81017250927>

To listen to the meeting through the Zoom app on your personal device, open the Zoom app, enter the Zoom Meeting ID **810 1725 0927**.

Zoom meeting passcode: 111518

To listen to the meeting on your telephone, dial +14086380968 or +16699006833 and at the prompt enter the Zoom Meeting ID 810 1725 0927, and press #.

During the meeting, the Chair will call for public comment. If you wish to address the Committee, please so indicate at that time and the Chair will add you to the speaker list and call your name when it is your turn.

Please note: To improve everyone's opportunity to participate, please mute your phone until you are called to speak.

In accordance with the Americans with Disabilities Act, California Law, and the Governor's Executive Orders, it is the policy of the Central Contra Costa Solid Waste Authority to offer its public meetings in a

manner that is readily accessible to everyone, including those with disabilities. Any individual with a disability may request reasonable modifications or accommodations so that they may observe and address the Committee at this teleconference meeting. If you are disabled and require special accommodations to participate, please contact the Board Secretary at least 48 hours in advance of the meeting at Authority@RecycleSmart.org with the following information: name, phone number, email, and type of assistance requested.

1. CALL TO ORDER AND ROLL CALL

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 in 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 Board, public, or staff, and considered separately.

- a. Approve Minutes of the Standing Personnel Committee meeting on February 19, 2021*

4. ACTION ITEMS

- a. Fiscal Year 2021-2022 Cost of Living Review*

Review Cost of Living Adjustment and provide a recommendation to the Finance and Administration Committee to be included in the draft budget for fiscal year 2021-22.

5. CLOSED SESSION

- a. Conference with Labor Negotiators

Pursuant to Government Code 54957.6

Agency's designated representative: Amy Worth

Unrepresented employees: Executive Director, Executive Assistant/Secretary to the Board, Finance Manager/Controller, Waste Prevention and Recycling Manager II, Waste Prevention and Recycling Manager III, Contract Compliance Specialist

- b. Public Employee Performance Evaluation

Pursuant to Government Code Section 54957 - Title: 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.

Mr. Etherington added that every three years a salary survey was conducted of Member Agencies and other similar agencies that had similar positions. Town of Danville had not been included in the staff report information last year since COLA is not a base for review. The information provided to the Committee had included Danville only to identify that fact and if the Committee wanted to include Danville with its 0 percent increase, the average COLA of the Member Agencies would be 2.3 percent as opposed to the average 2.8 percent shown in the report.

Wendy Nelson, Finance Manager/Controller, responded to questions from the Committee and verified that last year's RecycleSmart COLA was 3.2 percent with a Member Agency average at that time of 3.62 percent. The average for the San Francisco-Oakland-Hayward CPI last year was 3.2 percent. The next salary survey year would be 2022. When asked, she provided the spreadsheet that had been presented as part of last year's discussion to show the COLA information representing several years of adjustments. She also described the methodology utilized.

Committee Members verified with Mr. Etherington that RecycleSmart employees had been fully employed and working throughout 2020. Some computers had been purchased to allow employees to work remotely and the system had been reconfigured so that employees could work from their homes. He described the office as business as usual and stated that someone was always present in the office since work had been staggered between home and the office.

In response to members of the Committee, Ms. Nelson highlighted the 2020 salary schedule and explained the total compensation.

Chair Worth adjourned into closed session at 10:30 A.M.

4. CLOSED SESSION

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

5. OPEN SESSION

The Personnel Committee reconvened into open session at 11:55 A.M. and Chair Worth reported that no reportable action had been taken.

The Committee returned to Item 3 at this time.

3. ACTION ITEM

- a. Fiscal Year 2021-2022 Cost of Living Review
Review Cost of Living Adjustment and provide a recommendation to the Finance and Administration Committee to be included in the Draft Budget for Fiscal Year 2021-22.

MOTION by Committee Member Morgan to move the Fiscal Year 2021-2022 Cost of Living review to the next meeting of the Standing Personnel Committee. SECOND by Committee Member Gerring.

MOTION PASSED unanimously by a Roll Call vote.

6. COMMITTEE COMMUNICATIONS AND ANNOUNCEMENTS

The Committee agreed to reconvene on Thursday, February 25, 2021 at 10:00 A.M.

7. ADJOURNMENT

There being no further business to come before the Committee, Chair Worth adjourned the meeting at 12:15 P.M. to the next meeting on Thursday, February 25, 2001 at 10:00 A.M.

Respectfully submitted by:

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



Agenda Report

TO: CCCSWA PERSONNEL COMMITTEE
FROM: KEN ETHERINGTON, EXECUTIVE DIRECTOR
WENDY NELSON, FINANCE MANAGER/CONTROLLER
DATE: FEBRUARY 25, 2021

SUBJECT: FISCAL YEAR 2021-22 COST OF LIVING REVIEW

SUMMARY

In order to review a Cost-of-Living Adjustment (COLA) for CCCSWA, the Personnel Committee has requested that staff provide a 12-month calendar year average percent change in the San Francisco-Oakland-Hayward, all urban consumer, CPI-U for the previous calendar year. The Committee has also requested that staff provide a survey of Member Agency's COLAs that went into effect during the current fiscal year. The requested information is provided below.

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 for fiscal year 2021-22.

DISCUSSION

The Personnel Committee has 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 recommendation will be included in the fiscal year 2020-21 draft budget that will be reviewed by the Finance and Administration Committee and then sent on to the full Board for consideration.

As requested by the Personnel Committee, the 12-month calendar year average percent change in the San Francisco-Oakland-Hayward CPI-U for calendar year 2020 is as follows:

2020	
Month	12-month change
February	2.9%
April	1.1%
June	1.6%
August	1.6%
October	1.1%
December	2.0%
Average	1.7%

As requested by the Personnel Committee, member agency Cost of Living Adjustments that went into effect during fiscal year 2020-21. This information will be available at the meeting.