



Memo To: Board of Directors

From: Janette Stuart, Admin. Services Sup.

Subject: Personnel Committee Meeting of
March 22, 2012

Date: March 27, 2012

On March 23, 2012 at 4:30 p.m. CVSan Directors Harry Francis and Dave Sadoff met as the Personnel Committee. General Manager, Roland Williams and Administrative Services Supervisor, Janette Stuart were also in attendance.

1. **Call to Order and Roll Call.** Chair Francis called the meeting to order at 4:37 p.m.
2. **Items from the Public.**
There were no public in attendance.

3. **Policies & Procedures re-review of Policy No. 2193, Live Scan (Digitally Scanned) Fingerprinting/appendix Z11; and Policy No. 2110, Health and Welfare Benefits.**

Manager Williams reported that these items were carried over from the March 6, 2011 Board Meeting sent back to Personnel Committee for edits. Manager Williams reported that Policy No. 2193, Live Scan is a new policy and most of the policy was gathered from the Department of Justice and from the City of Mountain View. Chair Francis asked why this policy does not apply to all CVSan employees. Mrs. Stuart replied there must be a job nexus. Member Sadoff replied there needs to be a balance between cost and policy implementation for all employees. After a lengthy discussion, edits were authorized by the Committee to be made by staff.

Policy No. 2110, Health and Welfare Benefits was next discussed. Last year as a result of the new MOU between the Board and the employees cost sharing arrangements were set to begin effective March 1, 2012. These cost sharing arrangements are for Health premium and Retirement costs. Effective January 1, 2012 Board members are now considered statutory employees and will receive a W-2 instead of Form 1099 which was received when considered independent contractors. Staff was directed to make edits showing which benefits apply to which group of employees and/or Board in the existing policy in track change mode and to deliver to the Personnel Committee for the Board Workshop on March 28.

4. Total Compensation Analysis.

Mrs. Stuart presented a copy of the previous year's Total Compensation Analysis for discussion. This information is compiled and shared with staff on an annual basis. Staff will prepare the 2012 Total Compensation Analysis in April. Member Sadoff asked if this information is tracked on the employees pay stub. Manager Williams replied that it is not. After discussion the Committee requested staff investigate ways to provide CVSsan paid costs for retirement and health premiums per employee to be reflected on the paystubs. This will be presented to the Committee at the next Committee meeting.

5. Employee recruitment update

Mrs. Stuart provided an update on the Engineering Assistant Recruitment. A total of 47 candidates participated in the written test. 34 passed with a 70% or better grade. 7 candidates are invited to oral interview on March 30, 2012. The candidate is scheduled to begin on April 23rd or sooner. The next recruitment will be for the Information Technology intern beginning in May. The Solid Waste Program Intern is scheduled to end approximately June 30, 2012. An internal recruitment was authorized by the Board for Solid Waste Specialist which will be filled by August 1, 2012. The recruitment for that position will be announced in May and will be open for a two week period in June and July.

6. Miscellaneous Comments from Committee members and staff.

Mrs. Stuart reported that the CalPERS discount rate decreased from 7.75% to 7.5%. This means a higher employer contribution rate.

Manager Williams discussed a proposed Engineering Workshop in April. He reported the Master Plan projects are about 8 months behind schedule and believes this workshop is necessary for the engineering department to attain success with effective communication, meeting deadlines and commitments. Two proposals were solicited for the workshop. After a lengthy discussion, the Committee authorized Manager Williams to proceed with scheduling the workshop with KMG Enterprises if the price could be lowered to the \$9-10K range. Member Sadoff also recommended that Communication Issues be a standing item on the Engineering Department biweekly agenda.

7. Adjournment of Meeting.

Chair Francis adjourned the meeting at 5:57 p.m.