



ROSS VALLEY SANITARY DISTRICT

Serving the Greater Ross Valley Area for Over 100 Years

2960 Kerner Boulevard, San Rafael, Ca 94901

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Directors: Michael Boorstein, Thomas Gaffney, Doug Kelly, Pamela Meigs, Mary Sylla

SPECIAL HR COMMITTEE MEETING AGENDA

Monday, September 16, 2019 – 11:00 a.m.

ROSS VALLEY SANITARY DISTRICT – CONFERENCE ROOM 2960 Kerner Blvd., San Rafael

Meetings of this Standing Committee will follow the same Rules of Decorum that govern RVSD Board Meetings.

The RVSD Board of Directors welcomes members of the public at its meetings and encourages citizen participation and input. The Board takes seriously its responsibility to be a model of civility and to safeguard the public ability to directly address the Board by providing the appropriate Board Meetings Decorum in accordance with Resolution No. 10-1378, which is posted at every Board meeting. Thank you.

The Senior Board Member serving on the Standing Committee will call agenda items, ask for the Staff Report, hear questions or initial concerns from Board Members, open the item for public comment and return to the Board for additional comments and direction. The public may speak for up to three minutes, as time allows, on agenda items.

Pursuant to Government Code § 54952.2(c)(6) Board members who are not members of the standing committee may attend only as observers and may not comment or otherwise participate.

1. Call Meeting to Order
2. Approval of Agenda
3. Approval of the January 14, 2019, Human Resources Committee Meeting Notes
4. Review of September 18, 2019, Agenda Item 7: Consideration of Accepting the Final Classification and Compensation Study Dated May 2019 and Adopting Resolution No. 19-1563 Approving New Job Classifications and Compensation
5. Review of September 18, 2019, Agenda Item 8: Consideration of Adopting Resolution No. 19-1564 Approving a Memorandum of Understanding Between Ross Valley Sanitary District and AFSCME Local 2167
6. Review of September 18, 2019, Agenda Item 9: Consideration of Adopting Resolution No. 19-1565, Approving Salary and Benefit Schedules for Unrepresented Employees of the District
7. Review of the September 18, 2019, Agenda Item 12.c.: Report on Human Resource Activities for Q3-Q4 in Fiscal Year 2018/19

Adjourn

Any person with a disability covered under the Americans with Disabilities Act (ADA) may receive a copy of the agenda or a copy of all the documents constituting the agenda packet prepared by the local agency or other interested person for this meeting upon request in an appropriate alternative format. Requests for mailed copies of agendas or agenda packets are valid for the calendar year in which requests are made and must be renewed annually after January 1. Any person with a disability covered under the ADA may also request a disability-related modification or accommodation, including auxiliary aids or services in order to participate in a public meeting. Please contact the office at 415.259.2949 at least ten (10) working days prior to the meeting and provide information on the assistance required.

Copies of all staff reports and documents subject to disclosure that relate to each item of business referred to on the agenda are available for public inspection at least 72 hours before each regularly scheduled Board meeting at the District Office, located at 2960 Kerner Boulevard, San Rafael, CA. Any documents subject to disclosure that are provided to all, or a majority of all, of the members of the Board regarding any item on this agenda after the agenda has been distributed will also be made available for inspection at the District Office during regular business hours.

**ROSS VALLEY SANITARY DISTRICT
HUMAN RESOURCES COMMITTEE SPECIAL MEETING
NOTES**

Monday, January 14, 2019
11:00 a.m.

2960 Kerner Blvd.
San Rafael, CA

Members Present: Michael Boorstein
Mary Sylla
Thomas Gaffney

Members Absent:

Staff Present: Steve Moore, General Manager
Felicia Newhouse, Business and Administrative Services Manager
Julia McEntee, Clerk of the Board

Public Present: None

Item # 1 – Call Meeting to Order The meeting was called to order by Director Sylla at 11:02 a.m.

Item # 2 - Approval of Agenda The agenda was approved.

Item # 3— Approval of the December 17, 2018, Human Resources Committee Meeting Notes
The Committee approved the Human Resources Committee notes of December 17, 2018.

Item # 4 – Review of the January 16, 2019, Agenda Item 11: Consideration of Approving Manager Contracts Effective January 16, 2019

GM Moore introduced this item to the Committee saying this is the next step in reviewing the results of the classification and compensation study. These new agreements would replace the contracts that expired in 2018. The Committee discussed the overall fiscal impact, the expected salaries of the three managers, and reclassification for two of the managers. The Committee also discussed the creation of the Assistant General Manager position which would be appointed to Felicia Newhouse. The Committee expressed their commitment to staff retention and their support for this item.

Item # 5 – Review of the January 16, 2019, Agenda Item 13.c.: Report on Human Resource Activities for the Second Quarter of Fiscal Year (FY) 2018/19

Business and Administrative Services Manager Felicia Newhouse reported on this item. This report is a log of her HR related activities for the last quarter. She reported that she spent approximately 20% of her time on HR activities. The Committee discussed Competency Based Training preparation. GM Moore discussed spending hours in the field with crew supervisors during his first few weeks with the District.

Adjourn: The Committee moved to adjourn the meeting at 11:51 a.m.