



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

REGULAR HR COMMITTEE MEETING AGENDA

Monday, February 10, 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 September 16, 2019, Human Resources Committee Meeting Notes
4. Review of February 12, 2020, Agenda Item 14: Discussion and Recommendation for Future Revisions to Adopted Fiscal Year 2019/20 Budget Position Allocations
5. Review of February 12, 2020, Agenda Item 15: Consideration of Adopting Resolution No. 20-1576 Approving Salary and Benefit Schedules for Unrepresented Employees of the District
6. Review of the February 12, 2020, Agenda Item 16.b.: Report on Human Resource Activities for Q1-Q2 in Fiscal Year 2019/20

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

2960 Kerner Blvd.
San Rafael, CA

Members Present: Doug Kelly
Mary Sylla
Michael Boorstein (Did Not Participate)

Members Absent:

Staff Present: Steve Moore, General Manager
Felicia Newhouse, Assistant General 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 11:01 a.m.

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

Item # 3— Approval of the January 14, 2019 Human Resources Committee Meeting Notes

The Committee approved the Human Resources Committee notes of January 14, 2019. Director Kelly asked the Clerk of the Board to review documentation when Board members attend a Committee meeting, but do not participate.

Item # 4 – Review of the 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

GM Moore told the Committee that this item extends from conversations that the Board had in January reviewing the classification and compensation of the unrepresented staff. The committee discussed the component of the study that offers vertical growth, conforming titles to the industry standard, and the proposed fiscal impact of these changes. AGM Newhouse told the Committee that staff is preparing these figures for the Board meeting on Wednesday.

GM Moore said that this item combines the needs of the union and the findings of the classification and compensation study completed in May 2019.

Item # 5 – Review of the 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

Item # 6 - Review of the September 18, 2019, Agenda Item 9: Consideration of Adopting

Resolution No. 19-1565, Approving Salary and Benefit Schedules for Unrepresented Employees of the District

Item # 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: The Committee adjourned the meeting at 11:56 a.m.