

Budget and Administration/Personnel Committee

***Draft* MINUTES
Thursday August 11, 2005
3:00 pm**

RTC Conference Room
1523 Pacific Avenue
Santa Cruz, CA 95060

Attendees: Members: Commissioner Jan Beautz
Commission Alternate Andy Schiffrin
Commission Alternate Gustavo Gonzalez
Commissioner Ellen Pirie

Others: Pat Dellin, RTC staff
Luis Mendez, RTC staff
Daniel Nikuna, RTC staff
Tegan Speiser, RTC staff
Ellen Aldridge, RTC consultant
Bob Scott, Technical Advisor to RTC
Dinah Phillips, County CAO's Office
Les White, SCMTD
Edenilson Quintanilla, Former Commission Alternate

The meeting was called to order at 3:08 pm by Commission Alternate Schiffrin.

1. Introductions – Self-introductions were made. Acting Executive Director Dellin welcomed Gustavo Gonzalez to the RTC. As Supervisor Campos' new staff assistant replacing Edenilson Quintanilla, Mr Gonzalez will serve as Commissioner Campos' Alternate on the RTC and as a member of the Commission's Budget and Administration/Personnel Committee.
2. Additions/Changes to Agenda – None.
3. Oral Communications – None

CONSENT AGENDA

The consent agenda was approved (Pirie/Schiffrin) with Commission Alternate Gonzalez abstaining from approval of the minutes.

4. Approved Minutes of May 12, 2005 Meeting as submitted.
5. Approved Staff Recommendations Regarding the Indirect Cost Allocation Plan and Overhead Rate for FY05-06 including: 1) Accepted the draft Indirect Cost Allocation Plan for FY05-06 and 2) Authorized the Executive Director to certify the final Plan.

6. Accepted Information item on the October Amendment to the FY05-06 Budget and Work Program including a TDA revenue report for the entire FY04-05.

REGULAR AGENDA

7. Approve Staff Recommendations Regarding Work Plan for Human Resource Management and Employee Relations for Establishing the RTC as an Autonomous Governmental Entity

Acting Executive Director Pat Dellin presented the work plan for human resources and employee relations. The following areas of the work plan were discussed:

Timing – It was requested that more dates be added to the work plan (even if they are just starting and ending dates) so that the Committee could get a better sense of how the project is progressing. Staff agreed to provide these when the work plan of the remaining administrative and fiscal tasks is provided by the November Budget and Administration Meeting (or sooner). Start times especially for the meet and confer items were requested.

Item 3) Employee Benefits – A question was asked about whether items 3.3 and 3.4 were negotiable items with the bargaining units. Ms. Aldridge, the RTC’s consultant on human resources and labor relations, said that all things being equal, the question of who the specific insurance plan provider is is not negotiable. However, it may be hard to match a plan identically – especially in the case of CalPERS Medical plans. In the event that the benefits are not the same, it becomes a negotiable item.

Item 6) Deferred Compensation - The County recently concluded an RFP process to select a new provider for the program after 12 years with Great West. The new deferred comp company, ICMA, will continue to be available to the RTC at a cost to the Commission of \$50 per participant per year.

Item 7) Worker’s Compensation –RTC staff will bring back information on a workers’ compensation policy for the RTC of its own as soon as possible while there are no outstanding claims. This will avoid potential problems that could emerge with tail claims at the time of separation.

Item 8) Personnel Record Keeping – Staff clarified that the RTC’s current technical and computer consultant BizFu would assist with an analysis of the computer and security requirements for personnel record keeping and recommend upgrades or enhancements if needed.

Item 10) Employee Relations – A question was asked about the term “Communities of Interest.” It was clarified that currently there are two bargaining units representing RTC employees, SEIU Local 415 for the General Representation Unit and the Mid-Management Association. When the RTC becomes a separate agency, it will be up to the RTC as the employer to designate which groups of employees are “Communities of Interest” in terms of bargaining units as outlined in the Meyers Millius Brown Act. The RTC could have one

bargaining unit or two. Ms. Aldridge said that the County was unusual in that it had supervisors in the same bargaining unit as the people they supervise.

The Committee unanimously approved (Pirie/Beautz) the staff recommendations including: Approved the draft Work Plan for Human Resource Management and Employee Relations; Accepted the Preliminary List of Human Resource Policy Areas; Directed staff to undertake the tasks outlined in the human resource work plan and return to the September 8, 2005 meeting of the Budget and Administration/Personnel Committee with an update on these tasks including recommendations regarding any additional help needs; and Directed staff to return by the November 2005 Budget and Administration/Personnel Committee with a detailed work plan and timing for the remaining administrative tasks required for RTC autonomy and an updated HR work plan that includes timing for various tasks including RTC approvals.

8. Next Meeting Time – (Regular meeting time = second Thursday of the month at 3:00 pm)

The next meeting will be on Thursday, September 8th at 3:00 pm.

9. Adjournment - The meeting was adjourned at 3:40 pm.

Respectfully submitted,

Tegan Speiser, Staff

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