

Budget and Administration/Personnel Committee

Draft MINUTES

Thursday November 10, 2005

3:00 pm

RTC Conference Room
1523 Pacific Avenue
Santa Cruz, CA 95060

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

Others: Ellen Aldridge, RTC consultant
Bob Scott, RTC consultant
Dania Torres-Wong, County Personnel Director
Rahn Garcia, County Counsel
Ligi Leong, CAO's Office
Fred Keeley, County Treasurer-Tax Collector
Les White, SCMTD General Manager
John Shannon, CPS Executive Search
Christine Iams, CPS Executive Search
Bob Comfort

RTC Staff: Pat Dellin, RTC staff
Karena Pushnik, RTC staff
Luis Mendez, RTC staff
Tegan Speiser, RTC staff

The meeting was called to order at 3:08 pm by Committee Chair Schiffrin.

1. Introductions – Self-introductions were made.
2. Additions/Changes to Agenda – Acting Executive Director Dellin asked for the Committee to consider item 9 (the next meeting date and time) before they entered into a closed session. Item 9 was handled following approval of the consent agenda.
3. Oral Communications – None

CONSENT AGENDA

The consent agenda was unanimously approved (Pirie/Beautz).

4. Approved Minutes of October 13, 2005 Meeting as submitted.

REGULAR AGENDA

9. Next Meeting Times – Due to a conflict with the next meeting of California Coastal Conservancy, which both Executive Director Dellin and Commission Chair Pirie plan to attend, the December Budget and Administration/Personnel Meeting was **rescheduled to Friday, December 9 at 2pm at the RTC Office.**

Subsequent meetings of the Budget and Administration/Personnel Committee will be held as previously scheduled on these Thursdays at 3pm: January 12, February 9 and March 9.

5. Approved the Staff Recommendations regarding the Recruitment for the Permanent RTC Executive Director (ED)

Mr. John Shannon and Ms. Christine Iams of CPS Executive Search, the firm conducting the ED recruitment for the RTC, presented materials that were emailed to committee members in advance of the meeting. These included a revised recruitment schedule, advertising text and sources, brochure text and recommendations regarding compensation and other contractual issues. The Committee was also briefed on additional input received from RTC Committee members which was in keeping with previous comments from stakeholders.

The Committee commented on the materials and suggested minor edits to the text. A key aspect of the discussion had to do with the degree of flexibility available to the RTC (and the recruitment firm) in negotiating the compensation package and related issues such as termination and severance, future compensation adjustments, relocation benefits, auto allowances and identifying the entity with whom the potential candidate would be contracting. RTC staff and consultants will work with County staff to explore the range of possibilities in this area and report back to the Budget and Administration/Personnel Committee.

The Committee unanimously approved a motion (Pirie/Beautz) to: 1) hear an oral report from CPS Executive Search regarding the Executive Director recruitment and consider any new input from members of RTC committees; and 2) approve the draft ad text, draft advertising plan, draft brochure and revised recruitment schedule for the Executive Director recruitment as presented at the meeting by CPS Executive Search.

7. Approved Revised Staff Recommendations Regarding Revised Concept and Budget for the Transportation Funding Task Force

In recognition of Mr. Fred Keeley's attendance, Committee Chair Schiffrin asked the Committee to consider this item before the item on RTC Autonomy. The Committee agreed to this agenda change.

Interim Executive Director Dellin and Task Force convener Fred Keeley spoke to the fact that at the October Budget and Administration/Personnel Committee meeting, the Committee approved the Overall Concept and Proposed Two-Year Budget for the Transportation Funding Task Force. In light of the split 3/2 vote, and further discussions with Commissioner Wormhoudt, Mr. Keeley and Commission Chair Pirie, a decision was made to rework the project proposal and decrease the scope and cost. A refocused two-year work plan and project budget totaling \$307,400

(reduced from \$437,000) was presented. The new scaled-back proposal was primarily achieved by reducing printing, translation, advertising, and consultant costs.

The Committee unanimously approved a motion (Pirie/Beautz) to: 1) approve the proposed reworked two-year concept, scope of work and draft project budget for the Transportation Funding Task Force project; 2) include the project budget and work plan in the proposed amendment to the FY 05-06 RTC Budget and Work Program and the Draft FY 06-07 Budget and Work Program with the understanding that the second year of the project will only be funded if the RTC agrees to continue the project after review of a written report received before the end of the FY 05-06; 3) approve a resolution authorizing the Executive Director to amend Eileen Goodwin's contract to augment it to a maximum expenditure of \$80,000 each fiscal year, to specify this project in the scope of services, and to extend the term to June 30, 2007, with FY 06-07 funding contingent upon the RTC's approval of funding for the Transportation Funding Task Force for the second fiscal year; 4) as part of approval of the amendment to the FY05-06 approve a temporary full time staff position to assist with Transportation Funding Task Force; 5) direct staff to return to the RTC after the initial round of neighborhood meetings to report on progress, provide a budget update and recommend whether to continue the project and staffing to the second round of workshop meetings; and 6) require a progress report for the project to be presented to the RTC by June 30, 2006.

6. Approved Staff Recommendations on RTC Autonomy

Interim Executive Director Dellin summarized the staff report including the integrated work plan and timelines for RTC autonomy that was provided for this meeting. She highlighted the staff and consultant recommendation regarding notifying the County about the RTC's need to begin talking with the SEIU and the Mid Management Association and RTC staff about the post-transition policies currently under development.

Ms. Aldridge clarified that these discussions would not address matters that will be negotiated in a future MOU with the bargaining unit, but rather are about human resource, administrative and fiscal policies and procedures that will take effect after RTC autonomy. RTC management wants to get these policy documents out in draft form so that RTC staff can review and comment on them on an informal basis. Ms Aldridge highlighted the value of getting input from staff at the front end on what is typically a collaborative process. However, because some of the policies cover subjects about which management is legally required to meet and confer with union representatives, authority from the unions to talk directly with staff is needed. To begin this process, RTC management needs authority from the County to speak with the bargaining agents currently representing RTC employees. RTC management and consultants are clear that they will be limited to talking to the unions only about post transition issues.

Ms. Aldridge outlined the steps following the informal policy document review stage (which also includes review by counsel, County and RTC staff and consultants). These steps include: bringing initial draft policies to the Budget and Administration/Personnel Committee for consideration; conducting a formal meet and confer with bargaining representatives; bringing final policies back to the committee if revisions are needed and taking them to the full Commission for approval.

Ms. Aldridge reiterated that this process is distinct and separate from bargaining an MOU and compensation which will come sometime after the County concludes its current negotiations.

Since the RTC has already taken a position of maintaining the current rights and benefits, most likely the MOU the RTC negotiates with its employees will be a “cleaned up” version of the new County contract modified so that it fits a small organization with 14-15 employees rather than 1,600. Since RTC employees will likely have a relatively new MOU, both the RTC and the union must agree to re-open the agreement (or certain portions thereof), or as the successor organization, the RTC could also decide to operate under the labor agreement existing at the time of transition through its expiration if there are terms that it does not agree should be re-opened.

Ms. Torres Wong voiced the County’s need to be involved in the process before policies and/or agreements are adopted to ensure that the County is not presented with ongoing obligations. An example of this occurred when the courts separated from the County and employees wanted to maintain job transfer rights within County personnel system. This was resolved by limiting transfer rights to a specific period of time.

The Committee unanimously approved (Beautz/Keogh) the amended staff recommendations on autonomy to: 1) approve the Integrated Work Plan for RTC Autonomy (Attachment 1) including Part 1: Human Resource and Employee Relations Tasks, and Part 2: Administrative, Fiscal and Legal Tasks; 2) direct staff to undertake the tasks outlined in the Integrated Work Plan and return to the Budget and Administration/Personnel Committee with regular updates on these tasks; and 3) direct the Executive Director to implement Work Plan tasks related to meeting and conferring with labor representatives regarding working conditions for RTC employees once the transition occurs, including as a first step notifying the County Administrative Officer of the RTC’s intent to meet and confer directly with labor organizations on matters within the scope of representation. Due to the late hour, staff was asked to bring the Integrated Work Plan back to the next Committee meeting for further discussion.

10. Adjournment - The meeting was adjourned at 5:20.

Respectfully submitted,

Tegan Speiser, Staff