

Budget and Administration/Personnel Committee

Draft MINUTES
Thursday, March 8, 2007
3:00 pm

CAO Conference Room, 5th Floor
701 Ocean St, Santa Cruz

Members Present: Commissioner Ellen Pirie
Commission Alternate Andy Schiffrin
Commissioner Jan Beautz
Commission Alternate Gustavo Gonzalez
Commissioner Antonio Rivas

RTC Staff Present: George Dondero
Tegan Speiser
Rachel Moriconi
Yesenia Parra

The meeting was called to order at 3:04 pm by Committee Chair Schiffrin.

1. Introductions – Self-introductions were made.
2. Additions/Changes to Agenda –NONE
3. Oral Communications – NONE

CONSENT AGENDA

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

4. Approved February 8, 2007 Committee Meeting Minutes

REGULAR AGENDA

5. **Elect 2007 Chair and Vice-Chair:** Commission Alternate Andy Schiffrin and Commissioner Ellen Pirie were nominated for 2007 B&A/P Chair and Vice-Chair respectively (Beautz/Gonzalez). Both accepted the nomination and were elected unanimously.
6. **Budget and Administration/Personnel Committee Meeting Schedule and Time:** A motion was made (Pirie/Beautz) to 1) continue to hold the B&A/P committee meetings on a monthly basis and to cancel meetings as needed; 2) provide members with the option of joining the meeting by phone, if they are unable to join the meeting in person; and 3) change the meeting start time to 3:30 pm.

7. **RTC Job Classifications and Re-Classifications:** The Committee reviewed and discussed the new information included for this item. Commission Alternate Schiffrin requested that in the future more information be included in the body of the staff report rather than as separate attachments. After discussion, a motion was made (Pirie/Gonzalez) to approve the following staff recommendations:
- a. Approve the Administrative Assistant Level I, II and III job classifications series to be used for alternative staffing of two existing administrative support positions;
 - b. Approve the proposed salary schedules for the Administrative Assistant I, II and III job classifications;
 - c. Approve change of the current RTC Secretary title to Administrative Assistant III and placement of the incumbent at step 6 of the proposed salary schedule for the position; and
 - d. Approve reclassification of the Typist Clerk II to an Administrative Assistant II at step 1 of the salary schedule of the position and make the change retroactive to February 24 2007.

The motion was approved unanimously.

Commissioner Antonio Rivas arrived at 3:20 pm.

The Open Session adjourned at 3:24 pm.

CLOSED SESSION
(Government Code Section 54954.5)

The Closed Session was called to order at 3:25 pm.

8. Annual Performance Review for Executive Director

OPEN SESSION

The Committee reconvened in Open Session at 3:59 pm.

9. **Report on Closed Session:** The Committee approved a schedule and process to conduct the Annual Performance Review of the Executive Director. The review will be conducted at the April 5th RTC meeting.

The meeting adjourned at 4:00 pm.

Respectfully submitted,

Yesenia Parra
Administrative Services Officer