

Draft Minutes  
Budget and Personnel Committee Meeting  
January 27, 2012

1. Call to Order:

The Budget and Personnel Committee was called to order at 9:00 a.m. by President Burns. In attendance were:

- Committee members: President Burns and Vice President Gustafson.
- Staff: Jim Heitzman, Kelly Cadiente, Jean Premutati, and Paula Riso.

2. Public Comments on Any Item Not on the Agenda:

No comments.

3. Receive the Draft Minutes of December 27, 2011:

The minutes were unanimously received.

4. Receive an Update on the District's Information Technology Plan:

Ms. Cadiente introduced this item and explained that staff was working with Monterey Bay Technologies to update the Information Technology Plan through 2013. A draft plan would be presented to the Committee in February.

5. Discuss the Proposed District Reorganization Plan and Provide Direction:

Ms. Premutati introduced this item and explained the proposed changes. Mr. Heitzman reviewed the changes to the organization chart, position titles, and job descriptions and answered clarifying questions from the Committee members. President Burns asked that the current salary for the positions be added to the spreadsheet. He also asked that the job descriptions for the System Operator positions encourage higher education.

The Committee unanimously agreed to move this item forward to the Board for consideration.

6. Discuss a Request for Proposals for a Total Compensation Study and Provide Direction:

Ms. Premutati explained that although the Board approved a total compensation and classification survey, with the reorganization currently underway, a classification survey would be repetitive and the District could save money by focusing only on a compensation survey. The Committee members agreed that a compensation survey would best serve the District at this time.

The Committee unanimously agreed to move this item forward to the Board for consideration.

7. Discuss District Employment Options and Provide Direction:

Mr. Heitzman suggested the Committee discuss the possible hire of in-house District counsel to handle the possible legal issues that may arise from the current projects. He explained that outside counsel can easily run up hundreds of thousands of dollars in just a few months while in-house counsel would cost less than that over the entire year.

Mr. Heitzman commented that the Committee might want to discuss hiring a contract Community Outreach Coordinator to be the go between for the District and Tramutola (Outreach Consultant).

Mr. Heitzman explained that he wasn't planning on being the General Manager much longer and suggested that the Committee should start discussing if they want to hire a head-hunter or use in-house personnel to search for a General Manager.

8. Identify Agenda Items for the Next Committee Meeting:

President Burns suggested looking at the Board Procedures Manual to clarify the teleconference rules and the fact that minutes are not verbatim but are done in the best judgment of the minute taker.

Mr. Heitzman stated that employee negotiations are coming up and the Committee might want to look into hiring a professional negotiator.

9. Committee Member Comments:

No comments were made.

10. Adjournment:

The meeting was adjourned at 9:55 am.