



Midpeninsula Regional
Open Space District

Meeting 11-24

**SPECIAL MEETING
BOARD OF DIRECTORS
MIDPENINSULA REGIONAL OPEN SPACE DISTRICT**

September 13, 2011

AMENDED MINUTES

SPECIAL MEETING

I ROLL CALL

President Hassett called the Special Meeting of the Midpeninsula Regional Open Space District Board of Directors to order at 5:00 p.m.

Members Present: Yoriko Kishimoto, Jed Cyr, Nonette Hanko, Pete Siemens, ~~Nonette Hanko~~, Cecily Harris, Curt Riffle (arrived at 5:03 p.m.) and Larry Hassett

Members Absent: None

Staff Present: General Manager Steve Abbors, Assistant General Counsel James Atencio, Public Affairs Manager Rudy Jurgensen, Administrative Services Manager Kate Drayson, Planning Manager Ana Ruiz, Operations Manager David Sanguinetti, Real Property Manager Mike Williams, and District Clerk Michelle Radcliffe

II SPECIAL SESSION

Agenda 1 – Acceptance of the District’s Classifications and Compensation Study Report (R-11-95)

General Manager Steve Abbors gave remarks to staff regarding the District’s classification and compensation study and stated that the study is a broad data analysis and not an opinion of staff’s worth.

President Hassett introduced consultant Katie Kaneko of Koff and Associates and Ms. Kaneko provided background information of the classification and compensation that was conducted for the District. Ms. Kaneko then provided an overview of the classification study. Discussion ensued.

Ms. Kaneko then presented an overview of the compensation study. She explained that the study included an analysis of the information collected from various comparator agencies. Ms. Kaneko explained that the survey results showed that there are 12 District positions where the base salary is above market median and 19 positions where the base salary is below market median. She reported that the consultant's recommendation is to have the District's compensation plan be based on the median range of the market base salary. Brief discussion ensued.

Administrative Services Manager Kate Drayson presented an overview of the timeline of the classification and compensation study and explained what the financial impacts would be if the District implemented the recommendations made by Koff & Associates. She explained that by approving the classification and compensation study, the Board is approving the study as a baseline for management to analyze job classifications and compensation. Ms. Drayson further explained that approving the study does not mean that the District will implement the consultant's recommendations. Next, Ms. Drayson summarized the General Manager's recommendations and stated that the recommendations are to accept the study and to direct the General Manager to review and analyze the study and identify recommended adjustments to the recommendations, review and analyze feedback submitted by employees since the July 13, 2011 Study Session, and to return to the Board by December 2011 for approval and implementation of the classification and compensation study, including any recommended changes to the report. Brief discussion ensued.

Public Comment: The following people commented on the classification and compensation study: Open Space Planner II Tina Hugg, GIS Coordinator Casey Cleve, Senior Real Property Planner Sandy Sommer, Senior Planner Meredith Manning, Planning Manager Ana Ruiz, Field Employees Association President Anthony Correia, Ken Akins with University Associates, Heavy Equipment Operator Grant Kern, Maintenance and Resource Supervisor Stan Hooper, and Open Space Technician Brennon McKibbon.

The Board asked various questions regarding compensation and Director Siemens expressed his concerns on how the "y-rating" of employees will affect the morale of the District. Director Hanko stated that she would like to have staff's correspondence reviewed by management. President Hassett shared his concerns regarding comments about the comparators used for the study. He stated that some comparators were picked by employees and that there was employee buy-in from the beginning of the process.

The Board thanked employees for their comments during the process. Director Riffle stated that the District is behind in doing a classification and compensation study and that the study conducted by Koff & Associations provides a basis to move forward and

enables Directors to provide constituents with information on salary. Brief discussion ensued.

Motion: Upon motion by Director Riffle, seconded by Director Cyr, and unanimously passed, the Board accepted the Classification and Compensation Study report presented by Koff & Associates and directed the General Manager to review and analyze the study and identify recommended adjustments to the recommendations, to review and analyze feedback submitted by employees since the July 13, 2011 Study Session, and to return to the Board by December 2011 for approval and implementation of the classification and compensation study including any recommended changes to the study prepared by Koff & Associates. (Vote: 7-0-0)

III ADJOURNMENT

President Hassett adjourned the Special Meeting of the Midpeninsula Regional Open Space District at 7:17 p.m.

Michelle Radcliffe, CMC
District Clerk