



Midpeninsula Regional
Open Space District

**SPECIAL MEETING
ACTION PLAN AND BUDGET COMMITTEE**

Administrative Office – Board Room
330 Distel Circle
Los Altos, CA 94022

October 7, 2014

DRAFT MINUTES

I. ROLL CALL

Director Kishimoto called the Special Meeting to order at 2:03 p.m.

Members Present: Yoriko Kishimoto and Curt Riffle

Members Absent: Pete Siemens

Staff Present: Assistant General Manager Ana Ruiz, Assistant General Manager Kevin Woodhouse, General Counsel Sheryl Schaffner, Human Resources Supervisor Candice Basnight, and District Clerk Jennifer Woodworth

II. ORAL COMMUNICATIONS

There were none.

III. ADOPTION OF AGENDA

Motion: Director Riffle moved, and Director Kishimoto seconded the motion to adopt the agenda.

VOTE: 2-0-0 (Director Siemens absent)

IV. COMMITTEE BUSINESS

1. Approve the Minutes from the following meetings:

November 12, 2013

February 4, 2014

February 6, 2014

February 11, 2014

Director Siemens arrived at 2:04 p.m.

Motion: Director Riffle moved, and Director Kishimoto seconded the motion to approve the minutes.

VOTE: 3-0-0

2. Development of Employee Compensation Guiding Principles (R-14-125)

Human Resources Supervisor Candice Basnight presented the staff report summarizing the General Manager's recommendation explaining that the recommendation is meant to act as a starting point for the District's development of compensation guiding principles. Ms. Basnight also provided background and contextual information regarding the guiding principles and topics of discussion by the Committee.

Public comment opened at 2:36 p.m.

Alex Hapke, Secretary of the Field Employees Association, provided comments related to the exclusion of total compensation, which includes benefits, from discussion in the draft employee compensation guiding principles. Mr. Hapke requested the Committee and the Board include discussion of total compensation as they develop the employee compensation guiding principles as are included in examples provided by staff.

Anthony Correa, member of the Field Employees Association, spoke urging the use of total compensation, including possible study of "public safety benefits," as part of a compensation study and requested the Board respond to Mr. Hapke's comments at a future meeting.

Public comment closed at 2:41 p.m.

Director Riffle inquired when the discussion related to employee benefits will be addressed.

Mr. Woodhouse explained that the draft employee compensation guiding principles does not prohibit a future discussion of employee benefits. Due to the various factors that are involved in employee benefits, it makes it difficult to compare to other public agencies.

Director Siemens provided comments regarding specific language in the draft policy and suggested median salary be defined including the method for calculating median salary for comparator agencies in the policy. Director Siemens also requested that flexibility be built into the policy to prevent the District from being locked into use of median salary.

Director Riffle provided comments regarding the difference between represented and unrepresented employees stressing the importance of both sets of employees are treated with fairness and consistency without creating a divide between the two groups while also taking into account the appropriateness of benefits as applies to each position.

Mr. Woodhouse explained that the draft policy will apply to all employees equally. Mr. Woodhouse also suggested that this type of conversation relates more to process for labor negotiations with represented and non-represented employees than an employee compensation philosophy.

Directors Siemens and Riffle suggested staff begin looking for methods of studying total compensation including benefits and providing that information to current and potential employees in addition to the salary information currently provided.

Director Kishimoto stated that the District needs to look at total compensation in the future and look at the District's benefit package prior to the next round of negotiations in order to establish policy separate from the negotiation process.

Director Siemens suggested that benefits need to be considered in conjunction with salary to allow for possible adjustments to total compensation to reflect changes in either salary or benefits.

Director Siemens suggested removing the "+/- 5% of median" requirement from the draft policy.

Director Kishimoto stated that this guideline helps set expectations for staff and the public.

Director Siemens suggested in the alternative removing "and do not warrant changes."

The Committee members agreed to this change by consensus.

Director Kishimoto requested that language stating that the guidelines apply equally to represented and non-represented employees.

Director Kishimoto requested that language be included to address non-compensatory benefits, such as flexible scheduling and time and place of work.

General Counsel Sheryl Schaffner and District Labor Counsel Jack Hughes suggested that language directly related to types of compensation be excluded from the draft policy.

Director Siemens suggested including a reference to the Meyers-Milias-Brown Act fact-finding provisions in the policy.

Board members provided comments regarding comparison of benefits in addition to salary comparisons. Director Siemens suggested inclusion of specific "base benefits" or "core benefits" as benchmarks for total compensation with additional benefits, such as longevity pay, merit-based pay and tuition reimbursement, listed separately.

Director Kishimoto suggested inclusion of a new bullet point to address non-compensatory benefits. Director Siemens agreed that miscellaneous benefits should be addressed separately from "core benefits."

Committee members agreed that an additional Action Plan and Budget Committee meeting is needed to continue discussion regarding the draft employee compensation guiding principles draft board policy.

V. ADJOURNMENT

Director Kishimoto adjourned the special meeting of the Action Plan and Budget Committee of the Midpeninsula Regional Open Space District at 4:05 p.m.

Jennifer Woodworth, CMC
District Clerk