

MST AGENDA & MEETING NOTICE

Group: Human Resources Committee
Directors: **Clark** (Chair), **Cuneo**, Pacheco, **Velazquez**
Date: March 6, 2017
Time: 9:00 a.m.
Place: 19 Upper Ragsdale Dr., Suite 100, Monterey 93940

The Human Resources Committee recommends policies to the Board concerning the effective use of human resources and compensation/benefits/recognition systems.

1. Call to order.
2. Public comment on matters not on the agenda.
3. Receive report on Compensation and Classification Study results and recommend to the Board (Kelly Halcon) (Enclosure) (Pg. 3)
4. Closed session.

As permitted by Government Code §54957 et seq. of the State of California, the Board of Directors may adjourn to Closed Session to consider specific matters dealing with personnel and/or pending possible litigation and/or conferring with the Board's Meyers-Milias-Brown Act representative.

- 4-1. Conference with Legal Counsel Litigation: Morgan v. MST, Monterey Superior Court No. M130164, Gov. Code § 54956.9 (K. Halcon) (No Enclosure)
- 4-2. Conference with Legal Counsel Litigation: Serrano v. MST, Monterey Superior Court No. 16CV003496, Gov. Code § 54956.9 (K. Halcon) (No Enclosure)
- 4-3. Conference with Labor Negotiators-Monterey-Salinas Transit Employee Association (MSTEA) and MST (H. Quinn, K.Halcon) (§54957.6)
- 4-4. Conference with Labor Negotiators – Amalgamated Transit Union, Local 1225 (ATU) and MST (D. Laredo, K. Halcon) (§54957.6)
5. Return to open session and report on closed session.
6. Staff and Committee member comments, questions, or referrals.

7. Adjourn.

Materials related to an item on this agenda submitted to the Board after distribution of the agenda packet are available for public inspection at the Monterey-Salinas Transit Administration office at One Ryan Ranch Road, Monterey, CA, during normal business hours.

Upon request, MST will provide written agenda materials in appropriate alternative formats, or disability-related modification or accommodation, including auxiliary aids or services, to enable individuals with disabilities to participate in public meetings. Please send a written request, including your name, mailing address, phone number and brief description of the requested materials and preferred alternative format or auxiliary aid or service at least three days before the meeting. Requests should be sent to Deanna Smith, MST, One Ryan Ranch Road, Monterey, CA 93940 or clerk@mst.org

To: Human Resources Committee

From: K. Halcon, Director of Human Resources/Risk Management

Subject: Recommend to full board to authorize General Manager/CEO funds to implement Classification and Compensation Study Salary Recommendations

RECOMMENDATIONS:

Recommend to full MST Board to authorize funds for General Manager/CEO to implement Classification and Compensation Study salary recommendations.

FISCAL IMPACT:

Not to exceed \$37,167.00. Funds are already available within the FY2017 budget due to unfulfilled administrative positions.

POLICY IMPLICATIONS:

MST Bylaws define the duties of the Chief Executive Officer to include all personnel compensation matters. Your Board approves transactions greater than \$25,000.

DISCUSSION:

At the September 19, 2016, the MST Board authorized the General Manager/CEO to execute a contract with Public Sector Personnel Consultants to complete a Classification and Compensation Study for Monterey-Salinas Transit Employee Association (MSTEA) and Confidential Unit (CU) employees. The scope of the project was to review and address the validity of the current salary range schedule and MST's position within the current market conditions.

Over the past six months, Public Sector Personnel Consultants worked with the two represented employee groups and the project team to put together a total compensation plan that would grow with the changes of the job market and give MST a competitive edge to attract and retain talent. Today, the Human Resources Committee will be presented with the draft Classification, Compensation Study, and recommended FY 2018 Administrative Salary Plan earlier this morning. Public Sector Personnel Consultants has provided staff with initial implementation steps that include the following:

1. Adjust employees' salaries so no one is paid below the new range minimum.
2. Reposition employee salaries based on time in current position and adjust salaries to recommended market targets.

The two recommendations which total about 3/10th of one percent of the total budget could be implemented by April 1, 2017 and not exceed an amount greater than \$37,167. These funds are already available within the FY 2017 budget due to budgeted positions and the full year adjustment can be accommodated in the FY 2018 and future budgets.

Staff recommends the MST Board adopt the HR Committee recommendation and authorize funds for the General Manager/CEO to implement the updated Classification and Compensation Study for Monterey-Salinas Transit District.



PREPARED BY: Kelly Halcon



REVIEWED BY: Carl Sedoryk