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**MINUTES OF THE ALAMEDA COUNTY WASTE
MANAGEMENT AUTHORITY MEETING
OF THE
PROGRAMS AND ADMINISTRATION COMMITTEE**

Thursday, July 11, 2019

9:00 A.M.

**StopWaste Offices
1537 Webster Street
Oakland, CA 94612
510-891-6500**

**Teleconference
Tim Rood
San Jose City Hall
3rd Floor Tower
200 East Santa Clara St
San Jose CA 95113**

Members Present:

County of Alameda	Scott Haggerty
City of Albany	Rochelle Nason
City of Berkeley	Susan Wengraf
City of Fremont	Jenny Kassin
City of Livermore	Bob Carling
City of Oakland	Dan Kalb
City of Newark	Mike Hannon
Oro Loma Sanitary District	Shelia Young
City of Piedmont	Tim Rood (teleconference)
City of Pleasanton	Jerry Pentin

Absent:

City of Dublin	Melissa Hernandez
City of Union City	Emily Duncan

Staff Present:

Wendy Sommer, Executive Director
Pat Cabrera, Administrative Services Director
Justin Lehrer, Senior Management Analyst
Jeff Becerra, Communications Manager
Chris Ross, Web Developer/Graphic Designer
Robin Plutchok, Program Manager
Arliss Dunn, Clerk of the Board

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1. Convene Meeting

Chair Shelia Young called the meeting to order at 9:01 a.m.

2. Public Comments

There were none.

3. Approval of the Draft Minutes of June 13, 2019 (Pat Cabrera)

There were no public comments on this item. Board member Carling made the motion to approve the draft minutes of June 13, 2019. Board member Pentin seconded and the motion carried 7-0 (Ayes: Carling, Hannon, Kassan, Pentin, Rood, Young, Wengraf. Nays: None. Abstain: None. Absent: Duncan, Haggerty, Hernandez, Kalb, Nason).

4. Revisions to the Agency's Human Resources (HR) Manual (Justin Lehrer)

That the P&A Committee discuss this item and recommend that the WMA adopt the Agency's newly revised HR Manual and to authorize the Executive Director to make minor changes as needed and incorporate any additions or revisions resulting from new or amended federal, state or local labor laws.

Pat Cabrera provided an overview of the staff report. Ms. Cabrera informed the Board that all staff has had ample opportunity to review the updated manual and with the exception of a few typos were pleased with the updated document. The proposed manual has also undergone legal review by the Agency's labor law firm, Liebert Cassidy Whitmore. Justin Lehrer provided an overview of the revised Human Resources Manual and presented a PowerPoint presentation: [HR-Manual-Update-07-11-19.pdf](#)

Board member Carling inquired how the agency ensures that adequate and appropriate training is provided for staff who are acting in the capacity of a coach. Mr. Lehrer stated that employees are encouraged but not required to have a coach. The coaching program is in its second year and staff is continuing to seek opportunities for increased staff development in coaching as well as in other areas. Board member Carling inquired about the team feedback approach with respect to evaluating performance. Ms. Cabrera stated that the employee evaluation team developed a matrix for providing employee feedback. The process provides an opportunity to obtain different angles for feedback by having a multi-rater approach. The teams are balanced to ensure that there is feedback from senior level, mid-level and peer level colleagues. Board member Carling stated that providing frequent feedback in real time is challenging and strongly recommended that staff provide both verbal and written feedback. Mr. Lehrer agreed that it is challenging and stated that staff is continuing to develop skills in this area. Ms. Sommer added that we have moved away from a scoring system that is tied to a paid for performance system, and instead utilize a yes/no response as well as incorporating verbal and written feedback. Employees receiving multiple no's will trigger HR involvement. Board member Haggerty suggested that the HR manual include a timeline for reconsideration if an employee decides to voluntarily leave the agency. Board member Haggerty stated that the County has a three day timeline for consideration. Ms. Cabrera stated that there is no legal requirement to include this provision. Chair Young stated that the manual should include language that solidifies whether there is a timeline to rescind the resignation or no timeline. Board member Kalb inquired if there was an ad hoc committee that reviewed the draft manual prior to presenting to all staff. Ms. Cabrera stated that a draft of the manual was presented to all staff as well as the Review Panel. The Review Panel is comprised of several management level staff and also includes representation from all classifications. The panel rotates every eighteen months. Board member Hannon stated that the HR Manual should include a description of the Review Panel. Board member Hannon recommended that the HR

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acknowledgement form should indicate that the employee has read the manual. He also inquired about the duration of time that an employee could be on a performance improvement plan. Ms. Cabrera stated that the timeline is six months to a year. Board member Hannon inquired if the law requires that employees that are rehired are provided reinstatement of sick leave. Ms. Cabrera stated that this is old language from the existing policy and she will confirm if it is required. He recommended to include a timeline for reporting any complaints of discrimination. Board member Hannon suggested providing written feedback at six months of hire. Ms. Cabrera stated that it was a previous policy that we were not following through so we are now providing continuous feedback. Board member Hannon recommended defining a dollar amount for gratuities. Chair Young inquired about the Workforce Committee. Mr. Lehrer stated that the Workforce Committee is an internal management committee responsible for ensuring that labor hours are balanced with project needs and aligning employee's interests and skills with the needs of the agency. The committee is most active during the budgeting process when assessing proposed projects and roles. Mr. Lehrer added there is a link in the manual that directs to all agency groups and roles. Chair Young inquired other than the Board who provides oversight of the Executive Director. Ms. Cabrera stated that if an issue arose pertaining to the Executive Director, the Administrative Services Director would be the first point of contact and if necessary Agency Counsel and the Board. Chair Young inquired if the agency conducts safety and disaster plans and if staff is prepared in case of a natural disaster. Mr. Lehrer stated yes the agency conducts disaster drills and is stocked with food and water, and staff is encouraged to maintain emergency kits at their work spaces.

There were no public comments on this item. Board member Haggerty made the motion to approve the staff recommendation. Board member Pentin seconded and the motion carried 10-0: (Ayes: Carling, Haggerty, Hannon, Kalb, Kassan, Nason, Pentin, Rood, Young, Wengraf. Nays: None. Abstain: None. Absent: Duncan, Hernandez.)

5. Recycling App Working Demo (Jeff Becerra)

This item is for information only.

Jeff Becerra and Chris Ross provided an overview of the staff report and presented a working demo of the proposed Recycling App. A pdf of the report and the presentation is available here: [Recycling-App-Demo.pdf](#)

Board member Pentin suggested that we label batteries as Household Hazardous Waste aligned with the HHW program instead of hazardous waste. Board member Kalb asked about how the app will work with overlapping zip codes. Mr. Ross stated that the app will show the information and locations for all of the zip codes, e.g. 94608 will list all cities covered under that zip code.

Chair Young commended staff on an outstanding job and stated that she is anxious to have it up and running. Board member Pentin expressed his appreciation for the excellent work and added it will be an ongoing project and will be extremely useful for the residents of Alameda County. Board member Wengraf inquired about VHS tapes and asked if there is no information on where or how to recycle a particular item is the assumption that it should go to the landfill. Ms. Plutchok stated that VHS tapes are currently one of the most difficult items to recycle and at this time, we know of no local places that are accepting them. Board member Nason inquired if there is a protocol that will provide consistent updating of the information and will there be a signal to the user that they are getting current information. Mr. Becerra stated that the app provides a tool for vendors to "submit a correction" and staff is in constant communication with the Technical Advisory Committee (TAC) to ensure that we have

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current information from their jurisdictions. Mr. Becerra stated that he is confident that we are keeping up in the area of technology.

Chair Young thanked staff for the presentation.

6. Member Comments

There were none.

7. Adjournment

The meeting adjourned at 10:07 a.m.