



## **ADMINISTRATIVE/ PERSONNEL COMMITTEE AGENDA**

**Monday, September 24, 2018**

**5:30 p.m.**

CVAG Offices

73-710 Fred Waring Drive, Suite 200

Palm Desert, CA 92260

(760) 346-1127

**THIS MEETING IS HANDICAPPED ACCESSIBLE.  
ACTION MAY RESULT ON ANY ITEMS ON THIS AGENDA.**

1. **CALL TO ORDER** (Chair Michael Wilson, City of Indio)

2. **ROLL CALL**

A. **Member Roster**

3. **PUBLIC COMMENTS**

This is the time and place for any person wishing to address the Personnel/Administrative Committee to do so.

4. **CONSENT CALENDAR**

A. **Approval of the March 26, 2018 Administrative/Personnel Committee Minutes**

5. **CLOSED SESSION**

**CONFERENCE WITH LABOR NEGOTIATORS**

California Government Code Section 54957.6

CVAG designated negotiators: Administrative/Personnel Committee

Unrepresented employee: Executive Director

7. **ANNOUNCEMENTS**

**Executive Committee – Monday, December 3, 2018 4:30 p.m.** at 73-710 Fred Waring Drive, Suite 119, Palm Desert.

**PERSONNEL/ADMINISTRATIVE  
COMMITTEE  
ROSTER**



**2018/2019**

<b>Jurisdiction</b>	<b>Members</b>
City of Indio	<b>Mike Wilson</b> Mayor (Chair)
Agua Caliente Band of Cahuilla Indians	<b>Jeff Grubbe</b> Tribal Chair (Vice Chair)
City of Indio	<b>Mark Scott</b> City Manager (TAC Chair)
City of Desert Hot Springs	<b>Scott Matas</b> Mayor (Chair Appointee)
City of Cathedral City	<b>Stan Henry</b> Councilmember (Chair Appointee)
County of Riverside	<b>Marion Ashley</b> Supervisor (CVAG Past Chair)
City of La Quinta	<b>Linda Evans</b> Mayor (CVCC Chair Representative)
CVAG Staff	<b>Tom Kirk</b> Executive Director

**ADMINISTRATIVE/ PERSONNEL COMMITTEE  
MINUTES OF MEETING  
MARCH 26, 2018**



**1. CALL TO ORDER**

The March 26, 2018 Administrative/Personnel Committee meeting was called to order at 4:12 p.m. by Chairman Marion Ashley, County of Riverside, at CVAG Conference Room (MSW) in Palm Desert.

**2. ROLL CALL**

Tom Kirk indicated that he had been contacted by Mayor Evans who would be arriving later due to a scheduling conflict. In the interim, Desert Communities Energy Chair Shelley Kaplan, Cathedral City Councilmember, would serve in Mayor Evans' place.

A roll call was taken, and it was determined that a quorum was present. Those in attendance were as follows:

**MEMBERS PRESENT**

Supervisor Marion Ashley  
Mayor Michael Wilson  
Mayor Linda Evans  
Mayor Stan Henry  
Councilmember Dana Reed

**AGENCY**

County of Riverside  
City of Indio (*via teleconference*)  
City of La Quinta (*present during 5D*)  
City of Cathedral City (*via teleconference/present during 5A*)  
City of Indian Wells

**MEMBERS ABSENT**

TAC Chair George Johnson

**AGENCY**

County of Riverside

**OTHERS PRESENT**

Councilmember Shelley Kaplan

**AGENCY**

City of Cathedral City (*served in place of Mayor Evans*)

**STAFF PRESENT**

Tom Kirk  
Gary Leong  
Joanna Stueckle

**3. PUBLIC COMMENTS**

None.

**4. CONSENT CALENDAR**

**IT WAS MOVED BY SUPERVISOR ASHLEY AND SECONDED BY COUNCILMEMBER REED TO APPROVE THE FEBRUARY 27, 2017 ADMINISTRATIVE/PERSONNEL COMMITTEE.**

**THE MOTION CARRIED WITH 4 AYES, 1 ABSTAINMENT, AND 1 MEMBER ABSENT.**

SUPERVISOR MARION ASHLEY	AYE
MAYOR MICHAEL WILSON	AYE
TAC CHAIR GEORGE JOHNSON	ABSENT
COUNCILMEMBER SHELLEY KAPLAN	ABSTAINED
MAYOR STAN HENRY	AYE
COUNCILMEMBER DANA REED	AYE

**5. DISCUSSION**

**A. Staff Related Items**

Gary Leong, Deputy Executive Director presented a letter from employee requesting consideration for a change to pay status. A discussion ensued among members.

**IT WAS MOVED BY MAYOR HENRY AND SECONDED BY COUNCILMEMBER REED TO MAKE NO SALARY CHANGES REGARDING THIS EMPLOYEE’S REQUEST.**

**THE MOTION CARRIED WITH 5 AYES AND 1 MEMBER ABSENT.**

SUPERVISOR MARION ASHLEY	AYE
MAYOR MICHAEL WILSON	AYE
TAC CHAIR GEORGE JOHNSON	ABSENT
COUNCILMEMBER SHELLEY KAPLAN	AYE
MAYOR STAN HENRY	AYE
COUNCILMEMBER DANA REED	AYE

**B. FY 2018/2019 Budget**

Mr. Leong discussed the proposed increase in membership dues based on the Consumer Price Index. Mr. Leong also discussed possible salary increases based on the Cost of Living Index. Member discussion ensued.

**IT WAS MOVED BY COUNCILMEMBER REED AND SECONDED BY MAYOR HENRY TO APPROVE THE MEMBERSHIP DUES INCREASE BASED ON THE CONSUMER PRICE INDEX (CPI) AND A 3% SALARY.**

**THE MOTION CARRIED WITH 5 AYES AND 1 MEMBER ABSENT.**

SUPERVISOR MARION ASHLEY	AYE
MAYOR MICHAEL WILSON	AYE
TAC CHAIR GEORGE JOHNSON	ABSENT
COUNCILMEMBER SHELLEY KAPLAN	AYE
MAYOR STAN HENRY	AYE
COUNCILMEMBER DANA REED	AYE

**C. Desert Communities Energy (DCE) Staffing**

Tom Kirk discussed the proposed staffing increases for the Desert Communities Energy program. Member discussion ensued regarding the hiring of a Program Manager, Accounting Manager and the reclassification of the Director II – Environmental Resources to the Director of Environmental Resources.

**IT WAS MOVED BY MAYOR WILSON AND SECONDED BY SUPERVISOR ASHLEY TO AUTHORIZE THE HIRING OF A PROGRAM MANAGER AND ACCOUNTING MANAGER AND TO RECLASSIFY THE DIRECTOR II – ENVIRONMENTAL RESOURCES TO THE DIRECTOR OF ENVIRONMENTAL RESOURCES.**

**THE MOTION CARRIED WITH 5 AYES AND 1 MEMBER ABSENT.**

SUPERVISOR MARION ASHLEY	AYE
MAYOR MICHAEL WILSON	AYE
TAC CHAIR GEORGE JOHNSON	ABSENT
COUNCILMEMBER SHELLEY KAPLAN	AYE
MAYOR STAN HENRY	AYE
COUNCILMEMBER DANA REED	AYE

**D. Proposed Audit Procedures**

Mr. Kirk discussed a proposal by Councilmember Richard Balocco, City of Indian Wells to form an audit committee with the purpose of deciding on a program to focus on for each year's audit. The committee would be comprised of three members from the Technical Advisory Committee and the three members from the Executive Committee.

**IT WAS MOVED BY MAYOR HENRY AND SECONDED BY MAYOR EVANS TO CREATE AN AUDIT COMMITTEE COMPRISED OF THREE MEMBERS OF THE TECHNICAL ADVISORY COMMITTEE AND THREE MEMBERS OF THE EXECUTIVE COMMITTEE.**

**THE MOTION CARRIED WITH 5 AYES AND 1 MEMBER ABSENT.**

SUPERVISOR MARION ASHLEY	AYE
MAYOR MICHAEL WILSON	AYE
TAC CHAIR GEORGE JOHNSON	ABSENT
MAYOR LINDA EVANS	AYE
MAYOR STAN HENRY	AYE
COUNCILMEMBER DANA REED	AYE

**6. CLOSED SESSION**

**A. Closed Session Employee Items**

- 1) Closed Session Pursuant to Government Code Section 54957(b)(1), Public Employee Performance Evaluation

Title: Executive Director

The Administrative/Personnel Committee met in closed session at 4:47p.m. and reconvened at 5:09 p.m. There was no reportable action.

**7. ANNOUNCEMENTS**

**Executive Committee – Monday, April 30, 2018 4:30 p.m.** at 73-710 Fred Waring Drive, Suite 119, Palm Desert.

6. **ADJOURNMENT**

There being no further business, Chair Ashley adjourned the meeting at 5:15 p.m.

Respectfully submitted,

*Joanna Stueckle*

Joanna Stueckle  
Executive Assistant