



PERSONNEL/ADMINISTRATIVE COMMITTEE AGENDA

Monday, February 27, 2017

3:00 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 Dana Reed, City of Indian Wells)

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. **Approve the February 29, 2016 Personnel/Administrative Committee Minutes**

5. **DISCUSSION/ACTION**

A. **Closed Session: Executive Director Performance Evaluation**

Pursuant to Government Code Section § 54957, Public Employee Performance Evaluation – Executive Director

B. Membership Dues

C. Salary/PERS

Discussion of Health & Wellness/Training Program

D. CV Link DEIR Schedule/Approach

6. ANNOUNCEMENTS

Executive Committee – Monday, February 27, 2017 4:30 p.m. at 73-710 Fred Waring Drive, Suite 119, Palm Desert.

ITEM 2A**PERSONNEL/ADMINISTRATIVE
COMMITTEE
ROSTER**

Jurisdiction	Members
City of Indian Wells	Dana Reed Councilmember (Chair Chair)
County of Riverside	Marion Ashley Supervisor (Chair Vice Chair)
City of Indian Wells	Wade McKinney City Manager (TAC Chair)
City of La Quinta	Linda Evans Mayor (Chair Appointee)
City of Palm Desert	Jan Harnik Mayor (Chair Appointee)
City of Cathedral City	Stan Henry Mayor (CVAG Past Chair)
City of Indio	Mike Wilson Mayor Pro Tem (CVCC Chair)
CVAG Staff	Tom Kirk Executive Director

ITEM 4A**PERSONNEL/ADMINISTRATIVE COMMITTEE
MINUTES OF MEETING
FEBRUARY 29, 2016****1. CALL TO ORDER**

The February 29, 2016 Personnel/Administrative Committee meeting was called to order at 3:45 p.m. by Chairman Stanley Henry, City of Cathedral City, at CVAG Conference Room (MSW) in Palm Desert.

2. ROLL CALL

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

MEMBERS PRESENT

Mayor Stanley Henry
Mayor Dana Reed
Supervisor John Benoit
Mayor Pro Tem Jan Harnik
Councilmember Richard W. Kite

AGENCY

City of Cathedral City
City of Indian Wells
County of Riverside
City of Palm Desert
City of Rancho Mirage

STAFF PRESENT

Tom Kirk
Gary Leong

3. PUBLIC COMMENTS

None.

4. DISCUSSION/ACTION**A. Membership Dues****B. Salary/PERS**

Gary Leong presented items 4A and 4B together. A discussion ensued regarding the increase of member dues by 2% CPI, the consumer price index for all urban consumers in Los Angeles, Riverside and Orange counties.

Regarding PERS, Mr. Leong indicated members had an option of raising salaries by 2% or 1% for the next two years to offset the employee portion of the PERS contribution. After a brief discussion, a recommendation was made by Supervisor Benoit.

IT WAS MOVED BY SUPERVISOR BENOIT AND SECONDED BY MAYOR PRO TEM HARNIK TO RECOMMEND A 2% INCREASE IN MEMBER DUES FOR FISCAL YEAR 2016/2017; AND A 2% INCREASE IN SALARIES TO OFFSET THE EMPLOYEE PORTION OF PERS.

THE MOTION CARRIED UNANIMOUSLY WITH THE FOLLOWING RESULT:

MAYOR STANLEY HENRY	AYE
MAYOR DANA REED	AYE
SUPERVISOR JOHN BENOIT	AYE
MAYOR PRO TEM JAN HARNIK	AYE
COUNCILMEMBER RICHARD W. KITE	AYE

5. **ADJOURNMENT**

Executive Committee – Monday, February 29, 2016 4:30 p.m. at 73-710 Fred Waring Drive, Suite 119, Palm Desert.

6. **ADJOURNMENT**

There being no further business, Chair Henry adjourned the meeting at 4:20 p.m.

Respectfully submitted,

Gary Leong

Gary Leong
Director of Administrative Services

ITEM 5C

Coachella Valley Association of Governments
Personnel/Administrative Committee
February 27, 2017



Subject: CVAG Wellness Program Update

Contact: Joanna Stueckle, Executive Assistant (jstueckle@cvaq.org)

Recommendation: Information Only.

Background: For more than 20 years, CVAG had offered its staff \$750 per year to be used for professional training and continuing education. Use of the training allowance was hit and miss. In an effort to stimulate use of the allowance, as well as include an element of health and wellness for the staff, the Personnel/Administrative Committee was presented with the idea of adding a Wellness Program to the existing training program in 2013 and increase the allowance to \$1,250 per year. It would be available for use beginning in fiscal year 2014/2015.

The Wellness Program allows employees to use their training allowance for approved wellness related activities/programs, as well as traditional professional training. CVAG reimburses the employee with 75% of any wellness related purchase per employee.

In order to add perspective for the successful use of the training allowance, examples of staff activities for this past year are outlined below.

- Gym memberships have been started or renewed.
- Services have been sought by certified nutritionists at Live Well Clinic and Team Beachbody.
- Health classes, such as yoga and spin.
- 11 employees participated in the United Way Workplace Wellness Challenge. CVAG staff were crowned the winners after the end of the 9-week challenge
- Several employees have purchased a variety of fitness equipment including, health trackers, weights, resistance bands, exercise DVD's, and an elliptical machine.
- Professional memberships such as American Institute of Certified Public Accountants (AICPA), California Society of Certified Public Accountants (CSCPA), State of California State Board of Accountancy, American Planners Association (APA) and International City Managers Association (ICMA).
- Two employees completed ESRI ArcGIS for Server: Site Configuration and Administration training.

- A Microsoft Excel course was taken by an employee.
- Courses were taken at College of the Desert and Cal State San Bernardino by an employee working toward completion of a degree.
- A writing class and CEQA classes were taken by an employee.
- Two employees participated in a Leadership Academy.
- In addition to training and wellness, several professional conferences were attended regarding finance, management and clerking for CVAG and its committees.

KEY POINTS TO KNOW ABOUT THE DRAFT ENVIRONMENTAL IMPACT REPORT

The CV Link Draft Environmental Impact Report (DEIR) has been three years in the making and complies with the California Environmental Quality Act. The **668-page** document is supported by **17 appendices**.

The **Proposed Project** is identified as extending from Palm Springs to Coachella, without the participation of Rancho Mirage. Three alternatives also are evaluated:

Alternative 1: CV Link without improvements in Rancho Mirage and Indian Wells;

Alternative 2: A complete, continuous route from Palm Springs to Coachella;

Alternative 3: Not building CV Link at all

The DEIR **identifies and analyzes** all possible environmental impacts and proposes mitigation measures to reduce potential impacts for various issues. The DEIR found **“no known areas of controversy in the project’s physical characteristics that are not resolved** by project design, development management and operation, mitigation measures or standard on-going monitoring.”

The analysis states **numerous environmental benefits** to CV Link, including reducing dust from stormwater channel levees, creating safe infrastructure for active transportation, encouraging the use of low-speed electric vehicles to reduce greenhouse gas emissions, and connecting the various jurisdictions of the Coachella Valley through an alternative transportation corridor.



The **most notable mitigation** required is for impacts to the survey area for the Casey’s June beetle (CJB), which was federally listed as an endangered species in 2011. A CJB Habitat Conservation Plan, which was submitted to the U.S. Fish and Wildlife Service that proposes placing 6.81 acres in Palm Springs in conservation easements.

Temporary noise and vibration impacts associated with construction – particularly the bridges and overcrossings that are planned along the route – are the only potentially “significant but unavoidable” impacts that are identified in the DEIR.

The DEIR will be finalized in Spring 2017. A separate, **federal environmental document** is being prepared in compliance with the National Environmental Policy Act (NEPA).

CVAG WANTS TO HEAR YOUR THOUGHTS

CVAG has participated in or conducted more than 155 community outreach events. In addition, CVAG has met on multiple occasions with City staffs, Water District staffs, and elected officials to collaborate on project planning. Frequent updates are also made to the CVAG Executive Committee and various subcommittees, which include representatives of valley cities, Riverside County, and the Agua Caliente and Cabazon Tribes.

The entire DEIR is online at www.cvag.org. Copies are also available at local city halls and public libraries. The public comment period for the DEIR runs through February 21. Written comments may be submitted to:

LeGrand Velez
Coachella Valley Association
of Governments
73710 Fred Waring Drive,
Suite 200
Palm Desert, CA 92260

Comments can also be sent via email at lvelez@cvag.org or via fax at (760) 340-5949.