

NOTICE & AGENDA



Wednesday, July 2, 2025, 11:00 a.m.

Regular Meeting of the Personnel Committee

ReGen Monterey is the public name of Monterey Regional Waste Management District

In-Person: 14201 Del Monte Blvd, Salinas CA 93908 - Bales Board Room

Virtually: <https://us02web.zoom.us/j/85787306400>

Meeting ID: 857 8730 6400

Teleconference Location: 2616 1st Avenue, Marina, CA 93933 (Director Root-Askew)

Board Members will be attending this meeting In-Person: Bales Board Room (or otherwise virtually via applicable teleconferencing provisions set forth in the Brown Act). The public may attend this meeting under either option of a hybrid format: in-person, as noted above, or virtually.

Please see the meeting information notice at the end of this agenda for more details.

Pages

1. **Call to Order**
2. **Roll Call & Establishment of Quorum**
3. **Election of Committee Chair and Vice Chair**
4. **Public Communications**

Anyone wishing to address the Board on matters not appearing on the agenda may do so now. Please limit comments to a maximum of three (3) minutes. The public may comment on any other matter listed on the agenda at the time the matter is being considered by the Board. For information about submitting public comments in writing in advance of the meeting, please see the Meeting Information section of this agenda.
5. **Discussion / Action**
 - 5.1 Approve Personnel Committee Meeting Minutes - May 7, 2025 3

Recommended Motion:
Approve Personnel Committee Minutes for May 7, 2025.
 - 5.2 Review Personnel Policies Concerning Work Performance, Reviews and Employee Classifications and Pay Schedules - Human Resources-2025-007 5

Recommended Motion:
Review Personnel Policies on employee work performance, reviews and Employee Classifications and Pay Schedules and provide further direction to staff.
6. **General Manager Communications**
7. **Discuss Future Agenda Items**
8. **Closed Session**

As permitted by Government Code Section 54956 et seq., the Board may adjourn to a closed session to consider specific matters dealing with litigation, certain personnel matters, real property negotiations or to confer with the ReGen Monterey's Meyers-Milias-Brown Act representative.

 - 1) PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Pursuant to Government Code Section 54957(b)

Title: General Manager

9. Return to Open Session

Please note: A report out and announcement concerning the closed session will be provided. Anyone requesting a report out of closed session items may contact the board clerk.

10. Adjournment

Next Meeting Date: August 6, 2025 *subject to cancellation

Meeting Information:

Virtual & Regular Meeting Notice: The meeting will be held (1) as a regular in-person meeting and (2) virtually via Zoom.

To join the Zoom webinar: Click on this <https://us02web.zoom.us/j/85787306400> copy/paste the link into your browser or type the link into your browser. If your computer does not have audio, you will also need to join the meeting via phone. To participate via phone, please call: 1-669-900-9128; 857 8730 6400 Please note the meeting will proceed as normal even if there are technical difficulties accessing Zoom. ReGen Monterey will do its best to resolve any technical issues as quickly as possible.

Public Comments: If you are unable to participate virtually or via telephone, you may also submit your comments by e-mailing the board clerk at IGonzales@ReGenMonterey.org with one of the following subject lines "Public Comment Item #" (insert the item number relevant to your comment). Comments must be received by 4 p.m. on the day prior to the scheduled meeting. All submitted comments will be provided to the Board and may be read into the record or compiled as part of the record. In an effort to ensure the virtual process closely follows our normal process, public comment will not be accepted in writing during the meeting. During the Meeting via Oral Comments: When the Chair calls for public comment, attendees can queue to speak with the "Raise Hand" feature. On the Zoom application, click the "Raise Hand" button. On the phone, press *9. The Board Clerk will call speaker names and unmute speaker mics. You will have 3 minutes to provide your comments.

Posting Information

This agenda was posted at the ReGen Monterey administrative offices at 14201 Del Monte Blvd, Salinas, CA, 93908. The agenda, including staff reports and additional information regarding these items, are available on our website at ReGenMonterey.org and our administrative office during regular business hours (additional fee may apply for copying). This agenda is subject to revision and may be amended prior to the scheduled meeting. If amended, a final agenda will be reposted.

Accessibility

All meetings are open to the public. ReGen Monterey does not discriminate against persons with disabilities and the boardroom is wheelchair accessible. In compliance with the Americans Disabilities Act, if you need special assistance to participate, please contact Board Clerk, Ida Gonzales at 831-264-6388 or email IGonzales@ReGenMonterey.org. Notification 48 hours prior to the meeting will enable us to make reasonable arrangements to ensure accessibility to this meeting. Later requests will be accommodated to the extent feasible. Recordings of meetings can be provided upon request.



Personnel Committee Meeting

Draft Minutes

May 7, 2025, 11:00 a.m.
14201 Del Monte Blvd, Salinas CA 93908
Bales Board Room

Directors Present: Chaps Poduri, City of Pacific Grove
Wendy Root-Askew, Unincorporated Monterey County

Absent: Dale Byrne, City of Carmel-by-the-Sea

Staff Present:

- Felipe Melchor, General Manager
- David Ramirez, Director of Engineering
- Jay Ramos, Director of Operations
- Helen Rodriguez, Director of Finance and Administration
- Zoe Shoats, Director of Communications
- Berta Torres, Director of Human Resources
- Garth Gregson, Finance Manager
- Ida Gonzales, Executive Assistant/Board Clerk
- Ana Quiroz, Administrative Support Specialist II

1. Call to Order

Director Poduri facilitated the meeting. The Chair and Vice Chair of the Personnel Committee will be selected at the next meeting.

2. Roll Call & Establishment of Quorum

Notice duly given and presence of a quorum established, the May 7, 2025 Personnel Committee Meeting of the Monterey Regional Waste Management District dba ReGen Monterey Board of Directors was called to order by Director Poduri at 11:05 a.m.

3. Public Communications

There were no public comments.

4. Discussion / Action

4.a Annual Review of Personnel Committee Bylaws - Admin-2025-015

The committee had no changes to the Personnel Committee Bylaws.

4.b FY 2026 Final Budget - Accounting-2025-020

Garth Gregson, Accounting Manager, presented the Preliminary Budget for Fiscal Year 2025/2026. Discussion was held on the budget, and staff answered questions regarding illegal dumping, staffing, and future projects that affect the budget. The Final Budget will be presented at the next Board meeting for approval.

4.c 2025 General Manager Performance Review Procedure - Human Resources-2025-001

Berta Torres, Director of Human Resources, provided a summary of the General Manager evaluation process. The Committee reviewed the evaluation process and provided feedback to staff. The Committee recommended that the Legal Counsel receive the performance evaluation forms.

4.d Support for Franchise Collection Planning - Communications-2025-008

Zoe Shoats, Director of Communications, provided an update on the process and support for Franchise Collection planning for 2030. ReGen Monterey will assist its member jurisdictions with planning in preparation for the issuance of a new RFP for curbside collection or the negotiation of a contract extension with the current provider, GreenWaste Recovery. The TAC has created a subgroup to focus on this task. ReGen staff will receive the proposals, share them with the subcommittee, and the subcommittee will provide a recommendation for adoption at the ReGen Monterey May Board Meeting.

4.e Discuss Board Feedback on Revisions to Guiding Principles and Guiding Principles for Acceptance of Regional Waste - Admin-2025-021

At ReGen's March 2025 Board Meeting, staff recommended that the Board consider updating the Guiding Principles and the Guiding Principles for Acceptance of Regional Waste. The intention is to update the documents to better reflect current practices. Discussion was held, and a reminder to submit feedback will be sent to the Board.

5. General Manager Communications

6. Discuss Future Agenda Items

7. Adjournment

The meeting was adjourned at 1:35 p.m.

MEMO



Meeting Date: June 27, 2025

To: Personnel Committee
From: Director of Human Resources, Berta R. Torres
Approved by: General Manager, Felipe Melchor

Subject: Review Personnel Policies Concerning Work Performance, Reviews and Employee Classifications and Pay Schedules

RECOMMENDATION

Review Personnel Policies on employee work performance, reviews and Employee Classifications and Pay Schedules and provide further direction to staff.

BACKGROUND AND DISCUSSION

On May 7, 2025, during review of the draft FY 2025/26 Annual Budget and more specifically during a discussion related to a proposed pay increase for the Director of Engineering, the Personnel Committee inquired about personnel policies related to employee performance reviews and pay increases. Staff informed the Personnel Committee that ReGen's personnel policies allow for pay merit increases within the 6-step Employee Classification & Pay Schedules, contingent on satisfactory performance.

Attachment A includes ReGen Monterey's personnel policies concerning employee work performance, reviews and pay increases, for the Personnel Committee's review and further direction to staff.

FISCAL IMPACT

N/A

CONCLUSION

Staff requests the Personnel Committee review the enclosed policies on employee Work Performance Reviews and Employee Classification and Pay Schedules. Committee to give additional guidance if any concerns with the Policy.

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Let's not waste this.

6. Job Descriptions, Work Performance, Reviews & Rate Increases and Promotions

6.1 Job Descriptions and Job Duties

ReGen maintains job descriptions for each job classification. Such job descriptions contain a general summary of the job duties, minimum and desired qualifications and background, essential job functions, and physical/environmental factors associated with performance of the job. Job descriptions are used for such purposes as employment advertising, selection testing including pre-employment medical assessments, work related injury physical assessments, and establishing performance expectations.

An employee's job responsibilities that are within the general scope, responsibilities and skills required, may change at any time during employment. From time to time, an employee may be asked to perform duties not specifically listed in the job description. An employee's cooperation and assistance in performing such other duties is expected.

6.2 Work Performance

Performance management is an ongoing process and is intended to ensure employees understand ReGen objectives and work expectations and are carrying out the duties they are employed to do in an effective and satisfactory manner. It is a continuous process of setting objectives, assessing progress and providing on-going coaching and feedback to ensure that employees are meeting the job objectives.

6.2.1 ReGen expects that its employees will:

- a) Perform their duties and comply with their responsibilities faithfully and effectively;
- b) Be courteous and professional in all their interactions at work;
- c) Respect proper protocol and the normal chain of command;
- d) Display proper personal conduct for the position;
- e) Not abuse the rights, privileges, and benefits provided by the employment with ReGen; and
- f) Maintain regular and predictable attendance

6.2.2 Supervisors and managers are responsible for evaluating employee performance and preparing, in writing, a performance evaluation for each employee. Performance evaluations become a permanent part of the employee's records. Employee shall sign and receive a copy of all written evaluations. As provided on the Performance Review form, employees may comment on their evaluation. The performance evaluation process includes the following:

- a) The supervisor and/or manager and employee will meet and openly and constructively discuss the employee's work performance during the review period, in all areas required for the position, as noted in the Performance Review form.
- b) The supervisor and/or manager will establish any objectives and outcomes for the next evaluation period.
- c) Training and development will be considered as part of the process.
- d) Outside of this formal process, employees are encouraged to raise any issues or concerns as they arise.

6.2.3 Performance evaluations will be prepared in the following instances:

- a) Probationary Period: Upon completion of six (6) months of employment for all new hires and three (3) months in new position for promotions or job transfers.
- b) Upon completion of the employee's first 12 months of service and annually thereafter.
- c) When an employee is promoted or demoted, the evaluation cycle is reset to begin with the effective date of the demotion or promotion.
- d) Whenever the employee's supervisor believes there has been a significant change in the employee's performance;

6.2.4 Employees who are not meeting performance standards (not satisfactory) in any area, may be placed on a Performance Improvement Plan (PIP) to ensure the employee understands the expectations and is provided specific guidance on what is needed to meet and sustain satisfactory performance. Should the improvement process be unsuccessful in improving an employee's performance, disciplinary action may be taken.

6.3 Employee Classification & Pay Schedules

6.3.1 ReGen's Employee Classifications and Salary Schedules are approved by the Board of Directors and include the position title and six (6) Rate Steps for each classification. New employees are normally hired at Step 1 of the Salary Range, unless a higher step is

authorized by the General Manager. The General Manager may authorize a start rate of up to Step 6, commensurate with the candidate's qualifications and experience.

6.3.2 Advancement within a salary range shall not be automatic. Step increases are based on merit and shall be given only if employee is meeting satisfactory performance standards, as determined by the employee's supervisor and/or manager.

6.3.3 Rate Step advancements are awarded as follows, contingent on employee meeting performance standards:

- a) Rate Steps 2 – 5 are generally awarded one year to each subsequent step.
- b) The General Manager may grant approval to accelerate Rate Step advancement for exceptional performance, at the request of the Department Director.
- c) Rate Step 6 is awarded after employee has been at Rate Step 5 for a period of at least three (3) years or has been continuously employed as a regular ReGen employee for at least 6.5 years (if hired prior to July 1, 1999) or for at least 7 years (if hired after to June 30, 1999). The minimum time at Rate Step 5 is one (1) year.
- d) Longevity-based rate adjustments shall be awarded in accordance with employee's respective MOU, if applicable.
- e) Unrepresented classifications: Employees hired before June 30, 2019, are eligible for a longevity adjustment of 2.5% of base pay after completing 10 years of service and 5.0% of base pay after completing 15 years of service.

6.4 Promotions

An employee who is promoted to a higher classification shall receive an increase of at least five (5) percent and the date of the annual performance review and rate step advancement shall be reset, based on the effective date of the promotion. The anniversary date shall remain the same for seniority purposes.

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