



# DRAFT MINUTES

## Personnel Committee

Thursday, December 5, 2018

### 1. Roll Call

Chair Peskin called the meeting to order at 3:30 p.m.

**Present at Roll Call:** Commissioners Kim, Peskin and Tang (3)

### 2. Approve the Minutes of the November 28, 2017 Meeting - ACTION

There was no public comment.

Commissioner Kim moved to approve the minutes, seconded by Commissioner Tang.

The minutes were approved without objection by the following vote:

Ayes: Kim, Peskin and Tang (3)

### 3. Recommend Revised Job Classifications, Salary Structures and Updated Chart - ACTION

Cynthia Fong, Deputy Director for Finance and Administration presented the item per the staff memorandum.

Chair Peskin asked if the Transportation Authority had previously used the services of the Pendolino Group.

Ms. Fong stated that it was the first time the Pendolino Group's services were used by the Transportation Authority.

In reference to the staff memorandum Chair Peskin asked for confirmation that the average increase in salary expenditures would be approximately 5%.

Ms. Fong replied in the affirmative.

Chair Peskin asked for further clarification, in regard to the 5% average, stating that virtually every position at the minimum salary side of the range would go up by at least 5%.

Ms. Fong said the data showed a higher percentage of what the market rate was showing and that the 5% represented what the agency could afford within its budget. She said the total adjustment would be about \$217,000, which was 5% more than what the agency was projecting for actual personnel costs.

Chair Peskin asked for confirmation that the Transportation Authority would overspend that budget category by \$217,000, but compensate that amount as a result of vacant positions.

Ms. Fong replied in the affirmative.

Commissioner Tang asked what inactive meant on the classification status.



Ms. Fong said the Transportation Authority was creating positions to allow growth pathways for the staff.

Commissioner Tang said she was confused in the difference between inactive and proposed, stating that proposed sounded like positions that did not currently exist on the organizational chart.

Ms. Fong said that was correct and clarified that inactive meant positions that were unfilled, with no intention to fill the positions.

Commissioner Tang asked what was meant by vacant.

Ms. Fong said vacant was a position that was not filled but the organization intended to fill.

Chair Peskin asked for clarification on the Director of Communications position.

Ms. Fong said attachment 3 of the memorandum provided an organizational chart that showed all 46 positions for the agency. She said attachment 3 had a category called reclassification under each of the divisions. Ms. Fong said the Transportation Authority was reclassifying a planning position in the Planning Division to a Director of Communications position in the Executive Division.

Chair Peskin asked what the difference was between a Director of Communications and a Senior Communications Officer.

Ms. Fong said the Director of Communications would oversee the work of the Senior Communications officer.

Chair Peskin asked if that division would now have two positions.

Ms. Fong said the division had four positions; Director of Communications, Senior Communications Officer, Communication Officer, and Graphic Designer.

Commissioner Kim asked for confirmation that that organizational chart had 46 full-time positions and if the Committee was being asked to approve 42 positions.

Ms. Fong replied in the affirmative and clarified that there were 42 job categories and 46 full-time positions.

Commissioner Kim asked for confirmation that there were four inactive positions in the categories that were not intended to be filled.

Ms. Fong replied in the affirmative.

Chair Peskin asked for confirmation that seven of the current 46 full-time positions were vacant.

Ms. Fong replied in the affirmative.

Commissioner Kim said the salaries at the Transportation Authority appeared lower, particularly for Executive Director, when compared to other agencies. She also said that some full-time employee salaries were significantly higher, which made her question if the organization was top heavy or staff administrative heavy. Commissioner Kim said she wanted to make sure every dollar was being spent on transit improvements. She noted that the number of staff was lower at the Alameda County



Transportation Commission even though their revenue budget was \$351 million, and the Transportation Authority's was \$125 million.

Ms. Fong asked Committee members if the conversation could be continued during the Executive Director's presentation of 2018 accomplishments and 2019 objectives.

Chair Peskin approved the request and suggested that the Committee enter closed session before taking a vote on the item, to ensure Commissioner Kim's questions were answered.

There was no public comment.

Chair Peskin reconvened the meeting in Open Session.

Commissioner Kim moved to approve the item, seconded by Commissioner Tang.

The item was approved without objection by the following vote:

Ayes: Kim, Peskin and Tang (3)

**Chair Peskin called Items 4 and 5 together.**

**4. [CLOSED SESSION] Evaluation of Public Employee Performance and Recommend Approval of the Executive Director's Performance Objectives for 2019 - ACTION**

**5. Recommend Annual Compensation for the Executive Director for 2019 - ACTION**

During Closed Session, Tilly Chang, Executive Director, presented Item 4 per the staff memorandum.

Chair Peskin reported that the Committee had rated Executive Director Chang's performance for 2018 as Exceptionally Good. Chair Peskin also reported that the Committee had decided to increase Executive Director Chang's salary for 2019 by 4.5%.

There was no public comment.

Commissioner Kim moved to approve the item, seconded by Commissioner Tang.

The item was approved without objection by the following vote:

Ayes: Kim, Peskin and Tang (3)

**6. Introduction of New Items - INFORMATION**

There were no new items introduced.

**7. Public Comment**

There was no public comment.

**8. Adjournment**

The meeting was adjourned at 5:08 p.m.