



Meeting of the Board of Directors

October 17, 2018

SPECIAL MEETING

CLOSED SESSION PRIOR TO REGULAR MEETING 8:30 a.m.

Regular Meeting at 9:00 a.m. (or immediately following closed session)

Estimated Ending Time 11:00 a.m.

City of Santa Rosa Council Chambers

100 Santa Rosa Avenue

Santa Rosa, CA

Meeting Agenda and Documents

SONOMA COUNTY WASTE MANAGEMENT AGENCY

Meeting of the Board of Directors

October 17, 2018

SPECIAL MEETING

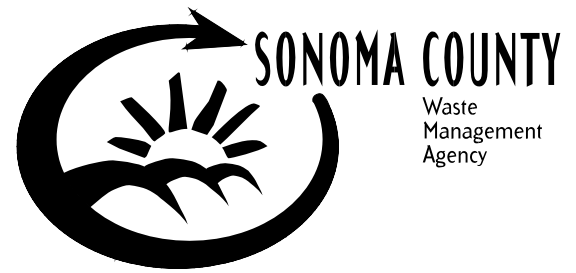
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Note: This packet is 6 pages total



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**October 17, 2018
SPECIAL MEETING**

**Closed Session begins at 8:30 a.m.
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City of Santa Rosa Council Chambers
100 Santa Rosa Avenue
Santa Rosa, CA

Agenda

Item

1. Call to Order Special Meeting
2. **Closed Session:** PUBLIC EMPLOYMENT
Titles: Interim Executive Director
Executive Director
3. Adjourn Closed Session / Call to Order Regular Session / Introductions
4. Agenda Approval
5. Public Comments (items not on the agenda)

Regular Calendar

6. Appointment of Interim Executive Director [Walsh]

Recommended Action: Adopt a Resolution appointing Susan Klassen to serve as Interim Executive Director of the Agency

7. Boardmember Comments
8. Staff Comments
9. Next SCWMA meeting: November 7, 2018
10. Adjourn

Consent Calendar: These matters include routine financial and administrative actions and are usually approved by a single majority vote. Any Boardmember may remove an item from the consent calendar.

Regular Calendar: These items include significant and administrative actions of special interest and are classified by program area. The regular calendar also includes "Set Matters," which are noticed hearings, work sessions and public hearings.

Public Comments: Pursuant to Rule 6, Rules of Governance of the Sonoma County Waste Management Agency, members of the public desiring to speak on items that are within the jurisdiction of the SCWMA shall have an opportunity at the beginning and during each regular meeting of the SCWMA. When recognized by the Chair, each person should give his/her name and address and limit comments to 3 minutes. Public comments will follow the staff report and subsequent Boardmember questions on that Agenda item and before Boardmembers propose a motion to vote on any item.

Disabled Accommodation: If you have a disability that requires the agenda materials to be in an alternative format or requires an interpreter or other person to assist you while attending this meeting, please contact the Sonoma County Waste Management Agency Office at 2300 County Center Drive, Suite B100, Santa Rosa, (707) 565-3579, at least 72 hours prior to the meeting, to ensure arrangements for accommodation by the Agency.

Noticing: This notice is posted 72 hours prior to the meeting at The Board of Supervisors, 575 Administration Drive, Santa Rosa, and at the meeting site the City of Santa Rosa Council Chambers, 100 Santa Rosa Avenue, Santa Rosa. It is also available on the internet at www.recyclenow.org



Agenda Item #: **6**
Cost Center: **All**
Staff Contact: **Walsh**
Agenda Date: **10/17/2018**
Approved by: **PC**

ITEM: Consideration of Appointment of SCWMA Interim Executive Director

I. RECOMMENDED ACTION / ALTERNATIVES TO RECOMMENDATION

That the Agency Board appoint Susan Klassen to serve as Interim Executive Director to the Sonoma County Waste Management Agency. Ms. Klassen, a retired Sonoma County employee, would serve in the position as an “extra-help” employee under the County Civil Service rules, at her previously held position of Deputy Director of Transportation and Operations.

II. BACKGROUND

Patrick Carter, the current SCWMA Executive Director has announced his resignation effective November 20, 2018. Following Mr. Carter’s announcement, the Board designated an ad-hoc subcommittee of Board members Bagby and Gorin to conduct a search for potential candidates to serve as Interim Executive Director while the Agency conducts a recruitment for a permanent executive director. Following the initial search conducted by the ad-hoc subcommittee and interviews conducted by the Board as a whole, the Board directed Agency Counsel to return to the Board with an item to consider appointment of Susan Klassen as Interim Executive Director.

Susan Klassen served as a County employee for many years, culminating in her position as the County’s Director of Transportation and Public Works for five years prior to her retirement in 2017. She previously served as Interim Executive Director to the Agency on two separate occasions, and at other points served as a member of the Agency Board. She has many years of experience working on solid waste issues on behalf of Sonoma County, has a strong familiarity with the issues facing the Agency and solid waste issues in Sonoma County generally, and has significant experience managing employees and working with the local agencies, citizens and interest groups that the Agency works with on a regular basis. She is well qualified to serve as the Interim Executive Director.

The Agency Executive Director position is governed by an Agreement entered into between the Agency and the County titled “Agreement for the Provision of Staff Services (Executive Director) by the County of Sonoma to the Sonoma County Waste Management Agency” (the “County Agreement”). Under the County Agreement, the Executive Director is a County employee, but directly reports to, and serves at the pleasure of, the Agency Board. Under the County Agreement, the County will provide the Agency with an employee of the Agency Board’s choosing to serve as Executive Director. As a retired County employee, Ms. Klassen may work for the County as an “extra-help” employee in a position that she previously held, provided that she may not work more than 960 hours in a fiscal year. Therefore, the Board can appoint Ms. Klassen to serve as the Interim Executive Director at a position that she previously held during her tenure with the County.

III. DISCUSSION

The attached resolution proposes that Ms. Klassen be appointed to serve as Interim Executive Director, and be designated to serve in her previously held position as Deputy Director of Transportation and Operations, because this was the position that she previously held while serving as Interim Executive Director for the Agency. At this position, Ms. Klassen would be paid at an hourly rate of \$83.52.

This hourly rate is higher than the current hourly rate for the permanent Executive Director position of \$47.53-\$57.78. However, because Ms. Klassen is a retired County employee, the Agency's costs are limited to payment of the hourly rate itself, with no additional contributions for benefits or associated costs. Additionally the Agency anticipates that Ms. Klassen will work less than a full time schedule, which will further reduce the costs associated with the interim position.

While the Agency expects that Ms. Klassen will work less than a full time schedule, she will need to familiarize herself with the Agency's current operations in order to determine the most appropriate schedule for the interim position. We are therefore recommending that Ms. Klassen spend time during the first few weeks in the position meeting with Agency Board members, Agency staff and Mr. Carter, and at or before the December Board meeting, propose a work schedule for discussion with the Board.

IV. FUNDING IMPACT

The funding impact of this item is discussed above under the Discussion heading.

V. ATTACHMENTS

Resolution

Dated: October 17, 2018

RESOLUTION OF THE SONOMA COUNTY WASTE MANAGEMENT AGENCY
APPOINTING SUSAN KLASSEN TO SERVE AS INTERIM EXECUTIVE DIRECTOR OF THE AGENCY

WHEREAS, the current Executive Director of the Sonoma County Waste Management Agency (the "Agency") has announced his resignation effective November 20, 2018; and

WHEREAS, the Agency has entered into that certain Agreement for the Provision of Staff Services (Executive Director) by the County of Sonoma to the Sonoma County Waste Management Agency (Staff Contract) dated June 1, 2010, as amended by the First Amendment to the Agreement dated March 7, 2017 (collectively, the "County Agreement"); and

WHEREAS, the County Agreement provides that the County shall provide an at-will County employee of the Agency's choosing to serve as Agency's Executive Director in accordance with terms as more specifically set forth in the County Agreement; and

WHEREAS, the Agency Board desires to appoint Susan Klassen to serve as Interim Executive Director while the Agency conducts a recruitment for the permanent Executive Director position; and

WHEREAS, Klassen is a retired County employee, and may serve as Interim Executive Director as an extra help employee under the County Civil Service Rules at a position that she previously held through the County, provided that she may not work in such capacity for more than 960 hours in a fiscal year pursuant to Government Code section 31680.3; and

WHEREAS, Klassen previously served as Interim Executive Director to the Agency on two separate occasions, during which time she held the position of Deputy Director of Transportation and Operations for the County; and

WHEREAS, the Agency Board of Directors desires to appoint Klassen as Interim Executive Director while serving as an extra help County employee at the designated position of Deputy Director of Transportation and Operations.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Sonoma County Waste Management Agency does hereby (1) appoint Susan Klassen as Interim Executive Director to the Agency; (2) request that the County designate Susan Klassen as an extra-help employee at her previously held position as Deputy Director of Transportation and Operation at the hourly rate of \$83.52, and provide Klassen as the County employee to serve as Interim Executive Director in accordance with the terms and conditions of the County Agreement.

BE IT FURTHER RESOLVED that Klassen will serve in the role as Interim Executive Director based on an hourly schedule to be developed and agreed upon between Klassen and the Agency

Board on or before the December 2018 Board meeting, provided that in no event shall Klassen work more than 960 hours as Interim Executive Director in the current 2018-2019 fiscal year.

MEMBERS:

MEMBERS:

-- Cloverdale	-- Cotati	-- County	-- Healdsburg	-- Petaluma
-- Rohnert Park	-- Santa Rosa	-- Sebastopol	-- Sonoma	-- Windsor

AYES: -- NOES: -- ABSENT: -- ABSTAIN: --

SO ORDERED

The within instrument is a correct copy
of the original on file with this office.

ATTEST: DATE: October 17, 2018

Clerk of the Sonoma County Waste Management Agency
Agency of the State of California in and for the
County of Sonoma