



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT (METRO)  
PERSONNEL/HR STANDING COMMITTEE MEETING MINUTES\*  
FEBRUARY 14, 2020 – 10:30AM  
METRO ADMIN OFFICES  
110 VERNON STREET  
SANTA CRUZ, CA 95060**

A regular meeting of the Personnel/HR Standing Committee of the Santa Cruz Metropolitan Transit District (METRO) was convened on Friday, February 14, 2020 at the METRO Admin Offices, 110 Vernon Street, Santa Cruz, CA.

The Committee Meeting Agenda Packet can be found online at [www.SCMTD.com](http://www.SCMTD.com) and is available for inspection at Santa Cruz METRO's Administrative offices at 110 Vernon Street, Santa Cruz, California. \*Minutes are "summary" minutes, not verbatim minutes. Audio recordings of Board meeting open sessions are available to the public upon request.

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1 **CALL TO ORDER** at 10:05 AM by Board Chair Bottorff.

2 **ROLL CALL:** The following Directors were **present**, representing a quorum:

**Director Ed Bottorff, 2019 Board Chair**

**Director John Leopold**

Director Bruce McPherson, 2018 Board Chair

**Director Larry Pageler**

**Director Mike Rotkin, 2019 Board Vice Chair**

**City of Capitola**

**Country of Santa Cruz**

Country of Santa Cruz

**County of Santa Cruz**

**County of Santa Cruz**

Alex Clifford

Julie Sherman

CEO/General Manager

General Counsel

Director McPherson was absent.

METRO EMPLOYEES AND MEMBERS OF THE PUBLIC WHO VOLUNTARILY INDICATED THEY WERE PRESENT (IN ALPHABETICAL ORDER) WERE:

Holly Alcorn, SEA VP

Debbie Kinslow, SCMTD

Vickie Trent, SMART Local 23

3 **ADDITIONS OR DELETIONS FROM AGENDA/ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS**

None

4 **ORAL AND WRITTEN COMMUNICATIONS TO THE PERSONNEL/HR STANDING COMMITTEE**

None.

## **5 REVIEW AND RECOMMEND APPROVAL OF THE AMENDED PERSONNEL RULES AND REGULATIONS**

CEO Clifford reminded the assembly that this topic was referred back to committee by the board at its January 24, 2020 meeting for clarification of Section 6, Classified Positions, pages 5A.REDLINE.5 and 5A.REDLINE.6. Upon further review after the January board meeting, staff continues to recommend approval of the changes as written. These changes were made, in part, to be in sync with peer agencies and the method in which job descriptions, etc. are handled throughout the industry. Additionally, proposed changes are reviewed with the pertinent union through the meet and confer process. Should a problem arise that cannot be resolved, there is a grievance process or the unions can bring any matters to the board's attention. Any changes in pay and proposed/approved new job descriptions are brought to the board for its review and approval and posted to the website once final for public transparency.

### **Public Comment:**

In response to Director Leopold's question, Vicki Trent, SMART Local 23, said she was under the impression the union wanted to keep any big decisions within the board realm, not strictly within the CEO's purview. There is also concern regarding job description changes that may result from future automation.

Holly Alcorn, SEA Vice President, expressed concerns about transparency and said the wording in question is vague and, if taken further, this wording could leave it with the CEO to determine pay scales, etc. They are hoping to clarify if these items will continue to be included in the board agendas.

CEO Clifford reiterated his recommendation that job description changes will not be brought to the board. If the union is not happy with the decision, they can bring the issue to the board.

Vice Chair Rotkin reminded the assembly of the union rights through their respective MOU; e.g., arbitration, etc. He also suggested the union request clarification at the next public board meeting so that it is on the record that changes in pay and proposed/approved new job descriptions will continue to be brought to the board for its review and approval.

Chair Bottorff clarified that the board has final say over everything the agency ultimately does; nothing organizationally takes away responsibility from the board.

General Counsel, Julie Sherman, added all publicly funded positions are a matter of public record and are published on the METRO website. Any new positions or changes in pay are presented to the board where the actions are approved in a public meeting. This will not change.

## **ACTION: MOTION TO RECOMMEND BOARD APPROVAL OF THE CHANGES TO THE AMENDED PERSONNEL RULES AND REGULATIONS AS PRESENTED**

**MOTION: DIRECTOR ROTKIN**

**SECOND: DIRECTOR LEOPOLD**

**MOTION PASSED WITH 4 AYES (Directors Bottorff, Leopold, Pageler and Rotkin) Director McPherson was absent.**

## **6 ADJOURNMENT**

Board Chair Bottorff adjourned the meeting at 10:55 AM.

Pursuant to Section 54954.2(a)(1) of the Government Code of the State of California, this agenda was posted at least 72 hours in advance of the scheduled meeting at a public place freely accessible to the public 24 hours a day. The agenda packet and materials related to an item on this Agenda submitted after distribution of the agenda packet are available for public inspection in the Santa Cruz METRO Administrative Office (110 Vernon Street, Santa Cruz) during normal business hours. Such documents are also available on the Santa Cruz METRO website at [www.scmtd.com](http://www.scmtd.com) subject to staff's ability to post the document before the meeting.