

Shasta LAFCO

Shasta Local Agency Formation Commission

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MINUTES

Executive Committee Meeting – November 28, 2006

(This record is not intended to be a verbatim transcription of the proceedings and discussion associated with the business on the Committee's agenda; rather, what follows is a summary of the order of business and general nature of testimony, Committee's deliberation, and action taken.)

CALL TO ORDER/ROLL CALL/INTRODUCTION

Vice Chairman Mathena called the meeting to order at 2:00 p.m. in the Shasta LAFCO office, 1670 Market St. Ste 244, Redding, California.

Commissioners Present: Mathena, Clarke

Commissioners Absent: Miller

Staff Present: Executive Officer Mickelson, Counsel Elizabeth Johnson, Clerk Smith

DRAFT PERSONNEL POLICIES

After review and discussion of amended personnel policies Commissioner Clarke felt that a probationary period should be 12 months, not 3, Commissioner Mathena agreed. Further discussion, however, centered on the idea of at-will employment and a probationary period being somewhat in conflict with that ideal. Further committee discussion followed ensuing in the removal of the probationary language. Medical benefits would also be provided upon hiring. A list of the actual holiday and the dates was added to the personnel policy as well. The issue of the Paid Time Off benefit offered to employees was discussed. A concern was that if an employee separation were to occur with Shasta LAFCO all PTO time accrued would be payable to the employee since there is no distinction between Vacation Time and Sick Time. Ms. Mickelson was going to research PTO policies to see if there is a way to differentiate Vacation Time and Sick Time, so that if an employee separation occurred with Shasta LAFCO not all PTO time would be paid out.

By motion made, seconded (Clarke, Mathena), the Executive Committee recommended the policies for action by the full Commission as submitted, with the amendments as drafted by the committee, awaiting final language regarding PTO.

CONSIDERATION OF CHANGE IN STATUS FOR EXECUTIVE OFFICER

Ms. Mickelson is currently an Exempt employee (32 hour work week) she stated that her hours have been well over 40 hours a week for several weeks now. Ms. Mickelson does not expect this to change for the next 3-6 months due to completing MSR's within the next 14 months as well as the training of the new Clerk/Analyst position. It was noted that if approval for change in status were made, we would still come in under budget in the Salaries line item.

The Executive Committee (Mathena/Clarke) recommends the following to the full Commission: to alter the current work status for the Executive Officer from Exempt (32 hour work week) to Exempt (40 hour work week) for 3-6 months as needed.

CONSIDERATION OF EMPLOYEE BENEFITS PROVISION

Ms. Mickelson researched several providers that offer medical insurance. Staff & Commissioners agreed that SDRMA offers competitive prices and feels it would be the best option for employee medical benefits.

The Executive Committee (Clarke/Mathena) recommends the following to the full Commission: to contract for the SDRMA Gold PPO benefit package and pay 100% of the employee premium.

REVIEW OF AGENDA MATERIAL FOR REGULAR MEETING

The agenda was reviewed for the December 7, 2006 meeting and staff was directed to mail/post as prepared.

ADJOURNMENT

There being no further business, Vice-Chairman Mathena adjourned the meeting at 2:50 p.m.

Amy K. Mickelson
Executive Officer

Date