



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT (METRO)  
PERSONNEL/HR STANDING COMMITTEE  
MEETING MINUTES\*  
JANUARY 11, 2019 – 10:30AM  
METRO ADMIN OFFICES  
110 VERNON STREET  
SANTA CRUZ, CA 95060**

The Personnel/HR Standing Committee convened a meeting as referenced above. \*Minutes are “summary” minutes, not verbatim minutes. The 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.

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**COMMITTEE ROSTER**

Director Ed Bottorff, Board Vice Chair	City of Capitola
Director Jimmy Dutra, Immediate Past Board Chair	City of Santa Cruz
Director Norm Hagen	County of Santa Cruz
Director John Leopold	County of Santa Cruz
Director Bruce McPherson, Board Chair	County of Santa Cruz
Alex Clifford	METRO CEO/General Manager
Julie Sherman	METRO General Counsel

**MEETING TIME: 10:30AM**

NOTE: THE COMMITTEE CHAIR MAY TAKE ITEMS OUT OF ORDER

**1 CALL TO ORDER**

Meeting was called to order at 10:36AM by Board Chair McPherson.

**2 ROLL CALL:** The following Directors were **present**:

<b>Director Ed Bottorff, Board Vice Chair</b>	<b>City of Capitola</b>
<b>Director Bruce McPherson, Board Chair</b>	<b>County of Santa Cruz</b>

Directors Dutra, Hagen and Leopold were absent.

**NOTE: As there was no quorum, no action(s) will be requested. Director Leopold attended an earlier (Finance Committee) meeting and received a quick briefing at that time.**

METRO EMPLOYEES IN ATTENDANCE WERE:

Holly Alcorn, SCMTD/SEA	Debbie Kinslow, SCMTD
Dawn Crummie, SCMTD/HR	

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

Hearing none, the meeting continued to the next agenda item.

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

Hearing none, the meeting continued to the next agenda item.

**5 MANAGEMENT CLASS AND COMPENSATION UPDATE: INTERNAL EQUITY AND DIFFERENTIAL ANALYSES**

CEO Clifford noted this meeting has been called to brief the Board as to why the action requested in November has not yet occurred. After the November 2018 Board meeting, it was discovered two steps were missed in conducting the Management Class and Compensation: 1) An internal equity analysis; and, 2) A differential analysis.

The internal equity analysis will examine the different positions, respective responsibilities, etc. and place them into tiers. The differential analysis usually includes a manager pay-rate survey and then a differential is established. The goal is to avoid overlap or compression. The consultant, CPS, is now on track now to complete these two analyses in time for February 8, 2019 committee meeting. The SEIU Class and Compensation will also be updated at the February 8, 2019 committee meeting.

Discussion between the Directors and CEO Clifford regarding communication and employee concerns ensued with the Directors reiterating their desire to complete the study properly and quickly. These delays are not a reflection on the impending decision.

In response to Ms. Kinslow's question, CEO Clifford reassured the assembly that the actions taken would be retroactive to July 1, 2018.

**7 ADJOURNMENT**

Board Chair McPherson adjourned the meeting at 10:43 PM

Respectfully submitted,

Gina Pye  
Executive Assistant