



Solano Local Agency Formation Commission

675 Texas St. Ste. 6700 • Fairfield, California 94533

(707) 439-3897 • FAX: (707) 438-1788

Personnel Committee

Members: Commissioners Price, Shopay, and Spering

Location:

LAFCO Office

Solano County Government Center

675 Texas Street Ste. 6700

Fairfield, CA 94533

September 20, 2018

10:00 AM

A G E N D A

1. CALL TO ORDER

2. ROLL CALL

3. PUBLIC COMMENTS

Opportunity for the public to speak to the Committee on any subject matter within the Committee's jurisdiction but not appearing on today's agenda.

4. Review of LAFCO Bylaws, Article V – Executive Officer, Section 3

5. CLOSED SESSION

CONFERENCE WITH LABOR NEGOTIATORS (California Government Code Section (GC§) 54957.6)

Agency designated representative: Rich Seithel

Unrepresented employee: (LAFCO Analyst)

6. REPORT OF CLOSED SESSION

The Chair will announce any reportable actions taken by the Personnel Committee in Closed Session. (GC§ 54957.1)

7. ADJOURNMENT

Commissioners

Harry Price, Chair • Jim Spering, Vice-Chair • Pete Sanchez • Nancy Shopay • John Vasquez

Alternate Commissioners

Len Augustine • Shawn Smith • Skip Thomson

Staff

Rich Seithel, Executive Officer • Michelle McIntyre, Analyst • P. Scott Browne, Legal Counsel

Public parking is available on the second floor of the parking garage adjacent to the Solano County Government Center. Vehicular entrance to the parking garage is on Delaware St.

In compliance with the Americans with Disabilities Act, if you are a disabled person and you need a disability-related modification or accommodation to participate in this meeting, please contact the LAFCO staff, at (707) 439-3898, by e-mail to mmcintyre@solanolafco.com. Requests must be made as early as possible, and at least two business days before the start of the meeting.

If you or your agent has made a contribution of \$250 or more to any Commissioner or Alternate during the 12 months preceding the decision, you and the Commissioner are obligated to disclose the contribution and that Commissioner or Alternate must disqualify himself or herself from the decision. However, disqualification is not required if the Commissioner or Alternate returns the campaign contribution within thirty (30) days of learning both about the contribution and the fact that you are a participant in the proceedings.

If you wish to speak on an agenda item, green speaker cards are provided. The cards must be completed and returned to the Commission's Clerk. The Committee limits speaker comments to three (3) minutes. The Committee may extend the time as necessary.



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Staff Report

DATE: September 20, 2018

TO: LAFCO Personnel Committee Members, Commissioners Price, Shopay and Spering

FROM: Rich Seithel

SUBJECT: Review of LAFCO Bylaws Article V, Section 3 – EO Performance Review

Commissioner Shopay requests the Committee review the timing of the Executive Officer's annual performance review.

Per the Commission's Bylaws, the Executive Officer's performance review is to be scheduled at the Commission's regularly scheduled April meeting. The consideration before the Committee is to recommend amending the Bylaws to conduct the performance evaluation on or before the anniversary month of hire for the Executive Officer position.

Below is Article V, Sections 1-3 of the Commission's Bylaws with the proposed changes in strikethrough-underline format for the Committee's review and consideration.

ARTICLE V Executive Officer

Section 1 - Appointment

The Executive Officer shall be appointed by Commission.

Section 2 - Duties

- a. All petitions or resolutions and applications for a change of organization, reorganization or sphere of influence shall be filed with the Executive Officer.
- b. The Executive Officer shall present an Executive Officer's report, with his/her recommendations, to the Commission on each application prior to the Commission conducting a public hearing on the application.

Section 3 – Performance Review

The Commission shall conduct an annual performance review of the Executive Officer. The review shall be coordinated through the Commission's Personnel Committee or, in the absence of an appointed Personnel Committee, the Chairperson. Distribution of the performance review to the individual Commissioners shall be accompanied by an Annual Report from the Executive Officer and any other information deemed appropriate by the Personnel Committee or Executive Officer. All members and alternate members of the Commission shall share equal weight in review of the Executive Officer's annual performance.

The **annual** performance review shall be completed and scheduled for a closed session hearing at the a regularly scheduled ~~April Hearing~~ **Commission Meeting at or prior to the Executive Officer's anniversary date**. At least one month prior to the closed session hearing, the Personnel Committee shall distribute all performance review material to the members and alternate members of the Commission. Return of the personnel review to the designated recipient(s) from the member and alternate members shall occur no later than two weeks prior to the closed session hearing. The results of the performance review shall be made known to the Executive Officer and the Chairperson one week prior to the hearing date of the closed session hearing. Any adjustments to the Executive Officer's salary and/or benefits granted by the Commission shall become effective upon the beginning of the first new pay period after ~~July 1 of the new Fiscal Year~~ **the Commission Meeting**.