



ADMINISTRATIVE/ PERSONNEL COMMITTEE AGENDA

**TUESDAY, MARCH 30, 2021
10:00 a.m.**

Pursuant to Governor Newsom's Executive Order N-29-20 (March 18, 2020), the Administrative/Personnel Committee meeting will only be conducted via video/teleconferencing.

INSTRUCTIONS FOR ELECTRONIC PARTICIPATION

Join Zoom Meeting:

<https://us02web.zoom.us/j/81822871744?pwd=SlZVSWRkenZWUjFXWm9SanVWbTVLZz09>

Meeting ID: 818 2287 1744

Password: 271759

One tap mobile

+16699009128,,81822871744# US (San Jose)

Dial by your location

+1 669 900 9128 US (San Jose)

Meeting ID: 818 2287 1744

IF YOU ARE UNABLE TO CONNECT VIA DIAL IN OPTION, PLEASE CALL 760-346-1127.

Public comment is encouraged to be emailed to the Administrative/Personnel Committee prior to the meeting at cvag@cvag.org by 5:00 p.m. on the day prior to the committee meeting. Comments intended to be read aloud should be no more than 300 characters.

**THIS MEETING IS HANDICAPPED ACCESSIBLE.
ACTION MAY RESULT ON ANY ITEMS ON THIS AGENDA**

1. **CALL TO ORDER** – Chair Glenn Miller, City of Indio

2. **ROLL CALL**

A. **Member Roster**

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3. **PUBLIC COMMENTS ON AGENDA ITEMS**

This is the time and place for members of the public to address the Administrative/Personnel Committee on agenda items. At the discretion of the Chair, comments may be taken at the time items are presented. Please limit comments to three (3) minutes.

4. **CHAIR / EXECUTIVE DIRECTOR ANNOUNCEMENTS**

5. **CONSENT CALENDAR**

A. **Approval of the November 17, 2020 Administrative/Personnel Committee Minutes**

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6. **DISCUSSION**

6A. **FY2021/2022 Budgetary Items – Claude Kilgore**

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Recommendation: Provide direction to staff on CVAG's Fiscal Year 2021/2022 Budget

7. **PUBLIC COMMENTS ON NON-AGENDA ITEMS**

This is the time and place for members of the public to address the Administrative/Personnel Committee on items of general interest within the purview of this committee. Please limit comments to two (2) minutes.

8. **ANNOUNCEMENTS**

Executive Committee – Monday, April 26, 2021 4:30 p.m. via Zoom videoconference

ITEM 2A

**ADMINISTRATIVE/PERSONNEL
COMMITTEE
ROSTER**



Jurisdiction	Seat on Committee	Members
City of Indio	CVAG Chair	Glenn Miller Councilmember
City of Palm Springs	CVAG Vice Chair	Christy Holstege Mayor
City of Desert Hot Springs	Chair Appointee	Scott Matas Mayor
City of Coachella	Chair Appointee	Steven Hernandez Mayor
Agua Caliente Band of Cahuilla Indians	CVAG Past Chair	Jeff Grubbe Tribal Chairman
City of La Quinta	CVCC Chair	Linda Evans Mayor

ITEM 5A

**ADMINISTRATIVE/ PERSONNEL COMMITTEE
MINUTES OF MEETING
November 17, 2020**



1. CALL TO ORDER

The November 17, 2020 Administrative/Personnel Committee meeting was called to order at 12:03 p.m. by Chair Glenn Miller, City of Indio, via Zoom, which was pursuant to Gov. Newsom's executive order governing how meetings are held during the COVID-19 pandemic.

2. ROLL CALL

MEMBERS PRESENT

Mayor Glenn Miller, Chair
Mayor Geoff Kors, Vice Chair
Mayor Steven Hernandez
Mayor Scott Matas
Mayor Linda Evans, CVCC Chair

AGENCY

City of Indio
City of Palm Springs
City of Coachella
City of Desert Hot Springs
City of La Quinta

MEMBERS ABSENT

Tribal Chair Jeff Grubbe

AGENCY

Agua Caliente Band of Cahuilla Indians

STAFF PRESENT

Tom Kirk
Gary Leong
Joanna Stueckle
Cynthia Germano, CVAG Legal Counsel

3. PUBLIC COMMENTS

None.

4. CHAIR / EXECUTIVE DIRECTOR ANNOUNCEMENTS

None.

5. CONSENT CALENDAR

IT WAS MOVED BY MAYOR EVANS AND SECONDED BY MAYOR MATAS TO APPROVE THE NOVEMBER 17, 2020 ADMINISTRATIVE/PERSONNEL COMMITTEE MEETING MINUTES.

THE MOTION CARRIED WITH 5 AYES AND 1 MEMBER ABSENT.

MAYOR MILLER	AYE
MAYOR KORS	AYE
MAYOR HERNANDEZ	AYE
MAYOR MATAS	AYE
TRIBAL CHAIRMAN GRUBBE	ABSENT
MAYOR EVANS	AYE

6. DISCUSSION

6A. Update to CVAG's Personnel Rules and Benefits Manual

Tom Kirk presented the staff report, indicating that Cynthia Germano from BB&K was attending to assist in responding to members' questions related to employee matters.

Mr. Kirk discussed the updates proposed for the rules and benefits manual, including the at-will status of directors beginning with the Director of Finance/Administration as well as the newly hired CV Housing First staff. A discussion ensued regarding employment agreements. Ms. Germano indicated that unless specified otherwise, employees were considered regular employees. Due process was also discussed.

Ms. Germano was directed to draft language making probationary status and the clarify the issue of severance in the manual. Mr. Kirk indicated the language would be forwarded to members of the Administrative/Personnel Committee prior to taking the manual to the Executive Committee for consideration and approval.

IT WAS MOVED BY MAYOR EVANS AND SECONDED BY MAYOR MATAS TO APPROVE CVAG'S UPDATED PERSONNEL RULES AND BENEFITS MANUAL.

THE MOTION CARRIED WITH 5 AYES AND 1 MEMBER ABSENT.

MAYOR MILLER	AYE
MAYOR KORS	AYE
MAYOR HERNANDEZ	AYE
MAYOR MATAS	AYE
TRIBAL CHAIR GRUBBE	ABSENT
MAYOR EVANS	AYE

7. PUBLIC COMMENTS ON NON-AGENDA ITEMS

None.

8. ANNOUNCEMENTS

Executive Committee – Monday, December 7, 2020 4:30 p.m. via Zoom

There being no further business, Chair Miller adjourned the meeting at 1:55 p.m.

Respectfully submitted,

Joanna Stueckle

Joanna Stueckle
Executive Assistant

ITEM 6A

Coachella Valley Association of Governments
Administrative/Personnel Committee
March 30, 2021



Staff Report

Subject: FY2021/2022 Budgetary Items

Contact: Claude T. Kilgore, Director of Finance/Administration (ckilgore@cvag.org)

Recommendation: Provide direction to staff on CVAG's Fiscal Year 2021/2022 Budget

Background: The Administrative/Personnel Committee has historically met at the start of the annual budget process to provide staff direction on various items included in the budget. These include any recent and anticipated personnel changes, membership dues, and the salary schedule. Through the allocation of staffing resources and related overhead, these discussions and recommendations also have an indirect impact on the Coachella Valley Conservation Commission and Desert Community Energy, which CVAG also staffs.

At the March 30 meeting, CVAG staff will present pertinent information related to personnel needs as well as give the Committee insightful statistics over the current CVAG roster. Coupled with these facts and figures, Staff intends to provide the Committee with a vetted option of scenarios on budgetary items to consider for fiscal 2021/2022. Based on the feedback and direction, CVAG staff will build out the remainder of the budget and present it to committees starting in May 2021.

Fiscal Analysis: The fiscal impact will be built into CVAG's Fiscal Year 2021/2022 Budget.