

RIVERSIDE COUNTY TRANSPORTATION COMMISSION

EXECUTIVE COMMITTEE MEETING AGENDA

TIME: **9:00 a.m.**

DATE: **Wednesday, December 12, 2012**

LOCATION: **CONFERENCE ROOM A
County of Riverside Administrative Center
4080 Lemon Street, Third Floor, Riverside**

☞ COMMITTEE MEMBERS ☞

Greg Pettis, City of Cathedral City
Karen Spiegel, City of Corona
Terry Henderson, City of La Quinta
Darcy Kuenzi, City of Menifee
Rick Gibbs, City of Murrieta
Ron Roberts, City of Temecula
Bob Buster, County of Riverside, District I
John J. Tavaglione, County of Riverside, District II
Jeff Stone, County of Riverside, District III
John J. Benoit, County of Riverside, District IV
Marion Ashley, County of Riverside, District V

☞ AREAS OF RESPONSIBILITY ☞

Reviews and makes final decisions on personnel issues
and office operational matters.

Comments are welcomed by the Committee. If you wish to provide comments to the Committee, please complete and submit a Speaker Card to the Clerk of the Board.

RIVERSIDE COUNTY TRANSPORTATION COMMISSION

EXECUTIVE COMMITTEE

9:00 A.M.

WEDNESDAY, DECEMBER 12, 2012
County of Riverside Administrative Center
Conference Room A
4080 Lemon Street, Third Floor, Riverside

In compliance with the Brown Act and Government Code Section 54957.5, agenda materials distributed 72 hours prior to the meeting, which are public records relating to open session agenda items, will be available for inspection by members of the public prior to the meeting at the Commission office, 4080 Lemon Street, Third Floor, Riverside, CA, and on the Commission's website, www.rctc.org.

In compliance with the Americans with Disabilities Act and Government Code Section 54954.2, if you need special assistance to participate in an Executive Committee meeting, please contact the Clerk of the Board at (951) 787-7141. Notification of at least 48 hours prior to meeting will assist staff in assuring that reasonable arrangements can be made to provide accessibility at the meeting.

- 1. CALL TO ORDER**
- 2. PUBLIC COMMENTS**
- 3. APPROVAL OF MINUTES – NOVEMBER 14, 2012**
- 4. ADDITIONS/REVISIONS** - *The Committee may add an item to the Agenda after making a finding that there is a need to take immediate action on the item and that the item came to the attention of the Committee subsequent to the posting of the agenda. An action adding an item to the agenda requires 2/3 vote of the Committee. If there are less than 2/3 of the Committee members present, adding an item to the agenda requires a unanimous vote. Added items will be placed for discussion at the end of the agenda.*
- 5. CLOSED SESSION – EXECUTIVE DIRECTOR**
 - 5A.** Public Employee Performance Evaluation
Title: Executive Director
 - 5B.** Conference with Labor Negotiators Pursuant to Section 54957.6

Agency Representative: Chair or Designee
Employee: Executive Director

6. EXECUTIVE DIRECTOR – EMPLOYMENT CONTRACT

Overview

This item is for the Committee to discuss and take possible action on amendment to Executive Director's employment contract.

7. ADJOURNMENT

AGENDA ITEM 3

MINUTES

RIVERSIDE COUNTY TRANSPORTATION COMMISSION

EXECUTIVE COMMITTEE NOVEMBER 14, 2012

Minutes

1. CALL TO ORDER

The meeting of the Executive Committee was called to order by Chair John J. Benoit at 9:02 a.m. in Conference Room A at the County of Riverside Administrative Center, 4080 Lemon Street, Third Floor, Riverside, California, 92501.

Commissioners Present

Marion Ashley
John J. Benoit
Rick Gibbs
Terry Henderson
Darcy Kuenzi
Greg Pettis
Ron Roberts
Karen Spiegel
Jeff Stone

Commissioners Absent

Bob Buster
John Tavaglione

2. PUBLIC COMMENTS

There were no requests to speak from the public.

3. APPROVAL OF MINUTES

M/S/C (Henderson/Ashley) to approve the minutes of October 10, 2012 as submitted.

Abstain: Benoit

4. ADDITIONS/REVISIONS

There were no additions or revisions to the agenda.

5. RECORDS RETENTION SCHEDULE

Jennifer Harmon, Office and Board Services Manager, presented the revised records retention schedule.

In response to Chair Benoit's question regarding electronic and hard copy documents, Jennifer Harmon responded the Commission receives a majority of its documents in hard copy form, which are then scanned into the electronic records management system.

At Commissioner Jeff Stone's request, Jennifer Harmon discussed available electronic records management software and platforms, previous and current records management processes, and future plans for the Commission's records management system.

M/S/C (Henderson/Gibbs) to adopt the revised Records Retention Schedule for the Commission.

6. FLEXIBLE BENEFITS PLAN AMENDMENT

Michele Cisneros, Accounting and Human Resources Manager, presented the revisions to the Commission's Flexible Reimbursement Plan as well as the related fact sheet and resolution.

M/S/C (Pettis/Henderson) to:

- 1)** Approve the revision to the Commission's Flexible Benefits Plan (Plan);
- 2)** Approve the revision to the Plan's "Frequently Asked Questions" for distribution to employees; and
- 3)** Adopt Resolution No. 12-029, *"Resolution of the Riverside County Transportation Commission Amending the Flexible Benefits Plan"*.

7. ADMINISTRATIVE CODE AMENDMENT – COMMITTEE REMOVAL PROCESS

John Standiford, Deputy Executive Director, presented the committee removal process amendment to the Commission's Administrative Code.

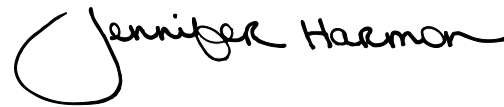
Commissioner Rick Gibbs expressed the revision accurately reflects the Committee's discussion at its last meeting.

M/S/C (Gibbs/Stone) to adopt Ordinance No. 12-001, “An Ordinance of the Riverside County Transportation Commission Amending the Commission’s Administrative Code”, to include the addition of language regarding the removal of Commissioners from committees.

8. ADJOURNMENT

There being no other items to be considered, the Executive Committee meeting adjourned at 9:18 a.m.

Respectfully submitted,

A handwritten signature in black ink that reads "Jennifer Harmon". The signature is written in a cursive style with a large, looping initial "J".

Jennifer Harmon
Clerk of the Board