



**EXECUTIVE COMMITTEE
MEETING AGENDA**

TIME: 9:00 a.m.

DATE: Wednesday, December 13, 2017

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

🌀 COMMITTEE MEMBERS 🌀

John F. Tavaglione, County of Riverside, District 2 – Chair
Dana Reed, City of Indian Wells – Vice Chair
Chuck Washington, County of Riverside, District 3 – Second Vice Chair
Scott Matas, City of Desert Hot Springs – Past Chair
Karen Spiegel, City of Corona
Michael Wilson, City of Indio
Rick Gibbs, City of Murrieta
Ben Benoit, City of Wildomar
Kevin Jeffries, County of Riverside, District 1
V. Manuel Perez, County of Riverside, District 4
Marion Ashley, County of Riverside, District 5

🌀 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 MEETING AGENDA

9:00 A.M.

WEDNESDAY, DECEMBER 13, 2017

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 THE MINUTES – OCTOBER 11, 2017**
- 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 MEETING MINUTES

OCTOBER 11, 2017

1. CALL TO ORDER

The meeting of the Executive Committee was called to order by Chairman John Tavaglione at 9:01 a.m. in Conference Room A at the County of Riverside Administrative Center 4080 Lemon Street, Third Floor, Riverside, California, 92501.

ROLL CALL

Commissioners Present

Marion Ashley
Ben Benoit
Rick Gibbs
Kevin Jeffries
Dana Reed
V. Manuel Perez
Karen Spiegel*
John Tavaglione

Commissioners Absent

Scott Matas
Chuck Washington
Michael Wilson

*Arrived after the meeting was called to order

2. PUBLIC COMMENTS

There were no requests to speak from the public.

3. APPROVAL OF MINUTES

M/S/C (Ashley/Gibbs) to approve the minutes of April 12, 2017 meeting as submitted.

4. ADDITIONS/REVISIONS

Steve DeBaun, legal counsel, requested the Executive Committee add Agenda Item 6A, *“Closed Session – Public Employee Release pursuant to Section 54957”* that occurred subsequent to the publication of this agenda, which requires a 2/3 vote of the Executive Committee.

M/S/C (Reed/Benoit) finding that Agenda Item 6A, *“Closed Session”* arose subsequent to the publication of the agenda and adding it to the agenda.

5. ADDITIONS AND REVISIONS TO THE PERSONNEL POLICIES AND PROCEDURES MANUAL

Anne Mayer noted usually every year there are additions and revisions that need to be made to the Commission's Personnel Policies and Procedures Manual (PPPM). Per the Administrative Code the Executive Committee has the authority to make those revisions to the PPPM. She introduced Beth Gutierrez, HR Administrator, to present the agenda item.

Beth Gutierrez presented all the additions and revisions to the PPPM.

In response to Commissioner Reed's question if this PPPM affects the Commissioners or only employees, Beth Gutierrez replied just the employees.

Commissioner V. Manuel Perez expressed appreciation for the changes made to the social media policy.

M/S/C (Gibbs/Benoit) to:

- 1) Approve the additions and revisions to the Personnel Policies and Procedures Manual (PPPM); and**
- 2) Adopt Resolution No. 17-014 "Resolution of the Riverside County Transportation Commission Amending Its Personnel Policies and Procedures Manual".**

At this time, Commissioner Karen Spiegel joined the meeting.

6. CLOSED SESSION

6A. CONFERENCE WITH LABOR NEGOTIATORS PURSUANT TO SECTION 54957.6

Agency Representative: Executive Director

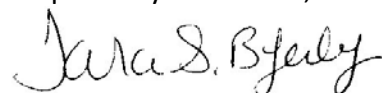
Unrepresented Employee: Public Employee Release

There were no announcements from the Closed Session items.

7. ADJOURNMENT

There being no other items to be considered, the Executive Committee meeting adjourned at 9:14 a.m.

Respectfully submitted,



Tara Byerly

Deputy Clerk of the Board