

# **RIVERSIDE COUNTY TRANSPORTATION COMMISSION**

## **EXECUTIVE COMMITTEE**

(COMMISSIONERS STEVE ADAMS, MARION ASHLEY, BOB BUSTER,  
BARBARA HANNA, TERRY HENDERSON, BOB MAGEE, JEFF STONE,  
JOHN TAVAGLIONE, MICHAEL WILSON, ROY WILSON)

**9:30 A.M.**

**Wednesday, January 10, 2007**

County of Riverside Administrative Center  
Conference Room A  
4080 Lemon Street, 3<sup>rd</sup> Floor, Riverside

*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 8, 2006](#)**
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. **[ORDINANCE NO. 07-001 TO AMEND THE COMMISSION'S ADMINISTRATIVE CODE](#)**

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### **Overview**

This item is for the Committee to adopt Ordinance No. 07-001, “An Ordinance Amending the Riverside County Transportation Commission Administrative Code”, to reflect changes related to the Executive Committee and to addressing the Commission on agenda items.

6. **EMPLOYMENT AGREEMENTS WITH DEPUTY EXECUTIVE DIRECTORS**

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**Overview**

This item is for the Committee to authorize the Chair to execute employment agreements with Anne Mayer and Hideo Sugita as Deputy Executive Directors of the Riverside County Transportation Commission.

7. **AUTHORIZATION TO RECRUIT FOR A SECOND SENIOR ACCOUNTING ASSISTANT POSITION**

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**Overview**

This item is for the Commission to:

- 1) Authorize the recruitment of a second Senior Accounting Assistant position; and
- 2) Approve a related budget adjustment for five months of salary and fringe benefits.

8. **PERSONNEL POLICIES AND PROCEDURES MANUAL UPDATE SECTION 3.11 "PERFORMANCE EVALUATIONS", SECTION 3.2 "PROBATIONARY PERIOD", AND SECTION 4.2 "MEDICAL"**

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**Overview**

This item is for the Commission to:

- 1) Approve the revision to the Personnel Policies and Procedures Manual to amend Section 3.11 "Performance Evaluations", Section 3.2 "Probationary Period", and Section 4.2, "Medical"; and
- 2) Adopt Resolution No. 07-001, "*Resolution of the Riverside County Transportation Commission Amending Its Personnel Policies and Procedures Manual*".

9. **ADJOURNMENT**

# **AGENDA ITEM 3**

## **MINUTES**

# **RIVERSIDE COUNTY TRANSPORTATION COMMISSION**

## **EXECUTIVE COMMITTEE**

**November 8, 2006**

### **Minutes**

#### **1. CALL TO ORDER**

Chair Marion Ashley called the meeting to order at 9:33 a.m., on Wednesday, November 8, 2006, at the Riverside County Transportation Commission's Conference Room A, 4080 Lemon Street, Third Floor, Riverside, California 92501.

#### **Commissioners Present**

#### **Commissioners Absent**

Marion Ashley  
Roger Berg  
Bob Buster  
Terry Henderson  
Robin Lowe  
Jeff Miller  
Jeff Stone  
John Tavaglione  
Michael Wilson  
Roy Wilson

#### **2. PUBLIC COMMENTS**

There were no requests to speak from the public.

#### **3. APPROVAL OF MINUTES**

**M/S/C (Henderson/M. Wilson) to approve the minutes of October 11, 2006 as submitted.**

#### **4. ADDITIONS/REVISIONS**

There were no additions or revisions to the agenda.

**5. CLOSED SESSION**

**CONFERENCE WITH LEGAL COUNSEL: ANTICIPATED LITIGATION**

**Significant exposure to litigation pursuant to subdivision (b) of Government Code Section 54956.9**

**Number of Cases: 1**

There were no announcements from the Closed Session.

**6. REVISION TO VESTING REQUIREMENTS UNDER PREVIOUS RESOLUTIONS FOR HEALTH BENEFIT COVERAGE AND ADOPTION OF RESOLUTION NO. 06-021, "RESOLUTION ELECTING TO RESCIND THE HEALTH BENEFIT VESTING REQUIREMENT FOR FUTURE RETIREES UNDER PUBLIC EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT" AND ADOPTION OF RESOLUTION NO. 06-023, "RESOLUTION ELECTING TO ESTABLISH THE HEALTH BENEFIT VESTING REQUIREMENT FOR FUTURE RETIREES UNDER PUBLIC EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT"**

**M/S/C (R. Wilson/Henderson) to adopt Resolution No. 06-021, "Resolution Rescinding the Health Benefit Vesting Requirement for Future Retirees Under Public Employee's Medical and Hospital Care Act" under previous Resolution Numbers 00-013 and 03-004 and adopt Resolution No. 06-023, "Resolution Electing to Establish the Health Benefit Vesting Requirement for Future Retirees Under Public Employee's Medical and Hospital Care Act".**

**7. MAXIMUM ACCUMULATED VACATION HOURS**

Anne Mayer, Deputy Executive Director, presented the proposed revision to the Personnel Policies and Procedures that will allow the Executive Director to approve vacation accruals in excess of the maximum accrued balance under specific circumstances.

**M/S/C (R. Wilson/M. Wilson) to:**

- 1) Approve the revision to the Personnel Policies and Procedures Manual to amend Section 5.4, "Vacation"; and**
- 2) Adopt Resolution No. 06-022, "Resolution of the Riverside County Transportation Commission Amending Its Personnel Policies and Procedures Manual for Maximum Accumulated Vacation Hours".**

**8. ADJOURNMENT**

There being no other items to be considered, the Executive Committee meeting adjourned at 9:52 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, looped initial "J".

Jennifer Harmon  
Clerk of the Board

# **AGENDA ITEM 6**

***RIVERSIDE COUNTY TRANSPORTATION COMMISSION***

<b>DATE:</b>	January 10, 2007
<b>TO:</b>	Executive Committee
<b>FROM:</b>	Steve DeBaun, Legal Counsel
<b>SUBJECT:</b>	Employment Agreements with Deputy Executive Directors

**STAFF RECOMMENDATION:**

This item is for the Committee to authorize the Chair to execute employment agreements with Anne Mayer and Hideo Sugita as Deputy Executive Directors of the Riverside County Transportation Commission.

**BACKGROUND INFORMATION:**

At the Executive Committee meeting in April, the Executive Committee, in closed session, approved making the Commission's two Deputy Executive Directors contract employees.

Under the agreements, the Deputy Executive Directors will become contract employees. Their salary will be One Hundred Sixty Thousand Dollars (\$160,000) per year. The agreements are patterned after the Executive Director's contract and have a two-year term, with one-year automatic extensions. The agreements can be terminated immediately for cause, and with one hundred eighty (180) days for convenience.



# **AGENDA ITEM 7**

***RIVERSIDE COUNTY TRANSPORTATION COMMISSION***

<b>DATE:</b>	January 10, 2007
<b>TO:</b>	Executive Committee
<b>FROM:</b>	Michele Cisneros, Accounting and Human Resources Manager Theresia Trevino, Chief Financial Officer
<b>THROUGH:</b>	Eric Haley, Executive Director
<b>SUBJECT:</b>	Authorization to Recruit for a Second Senior Accounting Assistant Position

**STAFF RECOMMENDATION:**

This item is for the Committee to:

- 1) Authorize the recruitment of a second Senior Accounting Assistant position; and
- 2) Approve a related budget adjustment for five months of salary and fringe benefits.

**BACKGROUND INFORMATION:**

The Commission had several significant organizational changes in FY 2005/06. The organizational changes that directly impacted the Finance Department include the incorporation of the human resources function assumed by the Accounting Manager position as a result of the retirement of the Director of Administrative Services in December 2005.

Staff members in the Finance Department have assumed increasing analytical and administrative responsibility as a result of the Accounting and Human Resources Manager assuming the human resources function. As a result of assuming and shifting some duties, it is certain that some tasks and functions are being performed as needed or based on a specific schedule and other tasks may not then be performed timely and/or thoroughly.

The Finance Department feels considerable pride in the fiscal responsibility and efficiency demonstrated by several years of "unqualified" opinions from its auditors. With potential changes in the near future as it relates to the 2009 Measure A; commercial paper program/swap, and future long-term debt financing; property acquisitions; enhanced procurement procedures; and potential recommendations from an internal audit assessment, it is important that the Finance Department continues to provide the same quality of work that the public

and Commissioners have come to expect. This second position would provide an opportunity to balance workloads and new responsibilities resulting in maintaining a high quality of work.

Financial Information					
In Fiscal Year Budget:	No	Year:	FY 2006/07	Amount:	\$30,600
Source of Funds:	Measure A, TDA, Motorist Assistance			Budget Adjustment:	Yes
GLA No.:	S-19-60001 P1001 01		\$15,600		
	S-19-61000 P1001 01		\$15,000		
Fiscal Procedures Approved:	<i>Theresa Trevino</i>			Date:	12/28/06

Attachments:

- 1) Senior Accounting Assistant Job Description
- 2) Measure A Budget Analysis

**Riverside County Transportation Commission (RCTC)****Class Specification****SENIOR ACCOUNTING ASSISTANT**

<b><u>Department/Division:</u></b>	Accounting
<b><u>Reports To:</u></b>	Accounting and Human Resources Manager
<b><u>Supervises:</u></b>	N/A
<b><u>Date Prepared:</u></b>	January 10, 2007
<b><u>File Name:</u></b>	Senior Accounting Assistant.doc

**Job Content****Job Summary:**

Under general supervision, performs a variety of accounting support functions for the RCTC related to accounts payable, accounts receivable, payroll, general ledger, budgeting and purchasing; and performs other related work as necessary.

**Examples of Essential Functions:**

1. Maintain records of fixed assets in financial accounting system. Maintains detailed support for federally funded assets and reconciles assets on a quarterly basis to identify new and disposed assets. Post depreciation of assets in accordance with the Governmental Accounting Standards Board Statement No. 34.
2. Analyze all executed contracts for financial impact and distribute to accounts payable and accounts receivable staff for appropriate encumbrance and invoicing tracking.
3. Assemble data gathered from outside sources and program managers for budget process. Prepare budget worksheets for program managers and input final data into financial system. Update financial system with budget amendments and track adjustments.

4. Assemble data to prepare yearly indirect cost rate for state approval. Analyze eligibility of expenditures to state approved guidelines. Prepare report and supporting documentation for state approval.
5. Maintain record of loans distributed to local agencies and within RCTC internal funds. Prepare quarterly report of intra-loan activity.
6. Prepare quarterly single signature report documenting executed contracts and expenditures authorized under the Executive Director's authority to the Commission.
7. Maintain vendor records for preparation of year-end 1099's electronically.
8. Verify and process time sheets in financial system. Provide support to payroll activities.
9. Assist in special projects relating to fiscal procedures, debt reporting, audit, and transit reporting.
10. Provide back up to accounts payable, accounts receivable, and payroll functions.
11. Assist Accounting Technicians, Accounting Manager, and Chief Financial Officer as needed.

*The preceding functions have been provided as examples of the types of work performed by employees assigned to this job classification. Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

## **Qualifications Guidelines**

### **Education/Training/Experience:**

**Required:** Equivalent to completion of high school. Two or more years of accounting support experience and/or the completion of basic accounting courses.

**Desirable:** Experience in automated accounting (Kintera Fundware) and payroll (ADP) systems are highly desirable.

### **Knowledge:**

Accounts payable, accounts receivable and payroll accounting procedures; purchasing procedures; budgeting concepts; basic math; office practices and recordkeeping procedures; RCTC administrative practices and department procedures; and word processing and spreadsheet applications programs.

**Skills/Abilities:**

Ability to learn RCTC and County administrative practices, accounting procedures and the automated accounting and financial payroll system; operate calculator, personal computer and standard office equipment; organize, coordinate and complete tasks to meet scheduled deadlines; understand and follow oral and written instructions; and communicate effectively and work cooperatively with co-workers, management, public and private representatives and other department personnel.

**Physical Elements:**

This is primarily a sedentary classification and the employee works in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. The employee interfaces with staff, management, other departmental representatives, transportation and government officials, business representatives, and the general public in explaining agency policies, and requesting and providing information.

Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate standard office equipment. The position occasionally bends, stoops, reaches, pushes and pulls drawers to retrieve and file information and lifts and carries reports and records that typically weigh less than 20 pounds.

**Special Requirements:**

None.

**Measure A Cap on Administrative Expenditures**

	<b>ORIGINAL BUDGET FY 2006/07</b>	<b>BUDGET ADJUSTMENT FY 2006/07</b>
Total Measure A Revenue	\$ 156,150,000	\$ 156,150,000
% of Admin salaries/benefits (101)	0.92%	0.93%
% of Admin expenditures 101 (exclusive of capital outlay)	<u>1.37%</u>	<u>1.37%</u>
Total % within Measure A ordinance (101)	2.29%	2.30%
Salaries/Benefits benefit rate (101)	1,434,248	24,700 <sup>A</sup>
General Exp(less Capital) (101)	<u>2,135,519</u>	<u>-</u>
Total Exp	\$ 3,569,767	\$ 24,700

A) Total salary/fringe costs of \$30,600 for five months; amount attributed to the Measure A fund is \$24,700.

# **AGENDA ITEM 8**



**RIVERSIDE COUNTY TRANSPORTATION COMMISSION**

<b>DATE:</b>	January 10, 2007
<b>TO:</b>	Executive Committee
<b>FROM:</b>	Michele Cisneros, Accounting and Human Resources Manager
<b>THROUGH:</b>	Eric Haley, Executive Director
<b>SUBJECT:</b>	Personnel Policies and Procedures Manual Update Section 3.11 "Performance Evaluations", Section 3.2 "Probationary Period", and Section 4.2 "Medical"

**STAFF RECOMMENDATION:**

This item is for the Committee to:

- 1) Approve the revision to the Personnel Policies and Procedures Manual to amend Section 3.11 "Performance Evaluations", Section 3.2 "Probationary Period", and Section 4.2, "Medical"; and
- 2) Adopt Resolution No. 07-001, *"Resolution of the Riverside County Transportation Commission Amending Its Personnel Policies and Procedures Manual"*.

**BACKGROUND INFORMATION:**

**Section 3.11 "Performance Evaluations" and Section 3.2 "Probationary Period"**

The Commission's current probationary period policy requires new employees to serve a six-month probationary period. At the end of the probationary period, a performance evaluation is performed to accept or reject the employee's continued employment with the Commission. Staff feels that the current length of the probationary period is not long enough to ascertain whether the new employee will be able to handle the duties and challenges associated with their new job. Management needs sufficient time to observe a new hire's performance before granting permanent status.

Staff is proposing that the probationary period change from the current six-month period to one year. During the one-year probation, supervisors will closely observe new employees on their ability to execute assigned tasks, work habits, and ability to get along with other staff. New employees will be provided with quarterly feedback in the form of a progress report. The feedback will be based on the responsibilities, skills, and qualifications as listed in the job description.

At the conclusion of the one-year probationary period, the employee would receive a performance evaluation to determine acceptance or rejection of the employee's continued employment at the Commission.

Staff feels that this new approach will help provide the Commission with staff that displays superior skills and excellent work habits.

#### **Section 4.2 "Medical"**

At the November 8, 2006 Executive Committee meeting, action was taken to adopt Resolution No. 06-021 *"Resolution Rescinding the Health Benefit Vesting Requirement for Future Retirees Under Public Employee's Medical and Hospital Care Act"* under previous Resolution Numbers 00-013 and 03-004 and adopting Resolution No. 06-023, *"Resolution Electing to Establish the Health Benefit Vesting Requirement for Future Retirees Under Public Employee's Medical and Hospital Care Act"*. The Executive Committee approved the action to eliminate any future liability as a result of the miscommunication relating to post-retirement health benefits.

Staff has updated the Personnel Policies and Procedures Manual to reflect the correct regulations governing the vesting requirement for post-retirement health benefits under section 22893.

#### Attachments:

- 1) Resolution No. 07-001
- 2) Attachment "A": Section 3.2 Probationary Period, Section 3.11 Performance Evaluations, Section 4.2 Medical

**RESOLUTION NO. 07-001**

**RESOLUTION OF THE  
RIVERSIDE COUNTY TRANSPORTATION COMMISSION  
AMENDING ITS PERSONNEL POLICIES AND PROCEDURES MANUAL**

WHEREAS, the Commission has previously adopted personnel policies and procedures establishing the terms and conditions of employment the Commission; and

WHEREAS, the Commission wishes to update its personnel policies and procedures;

NOW, THEREFORE, be it resolved by the Riverside County Transportation Commission as follows;

Section 1. The previously adopted personnel policies and procedures manual of the Commission are hereby amended for the revisions of Section 3.2 "Probationary Period", Section 3.11 "Performance Evaluations", and Section 4.2 "Medical", set forth in Attachment "A", attached hereto and incorporated herein.

APPROVED AND ADOPTED this 10<sup>th</sup> day of January, 2007.

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Terry Henderson, Chair  
Riverside County Transportation Commission

ATTEST:

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Jennifer Harmon, Clerk of the Board  
Riverside County Transportation Commission

## **Attachment "A"**

### Section 3.11 Performance Evaluations

It is the policy of RCTC to evaluate employee performance on a regularly scheduled basis. The performance evaluation shall normally be conducted by the employee's First Line supervisor and shall be discussed with the employee. The employee's First Line supervisor shall carefully consider each item of the performance evaluation in relation to the duties outlined in the employee's position description.

A performance evaluation shall be completed at the end of the initial probationary period ~~or any extended probationary period~~ and annually thereafter. It is the supervisor's responsibility to assure that the performance evaluation is completed and returned to the Executive Director and the Deputy Executive Director for Human Resources for review prior to the completion of the employee's probationary period.

Employees may be eligible for merit pay increases based on funding approved by the RCTC. The Executive Director, prior to the beginning of the fiscal year, will inform Management staff on the maximum level of increase that could be granted to employees. The amount of an employee's merit pay increase, if any, will be determined by the employee's First Line Supervisor in accordance the employee's performance and based on the guidelines established by the RCTC.

## Section 3.2 Probationary Period

To ensure that new employees are able to satisfy requirements of the position for which they were hired; each new employee, other than contract, casual, ~~seasonal~~, and temporary employees shall be required to serve a probationary period of ~~six months~~ **one year**. The probationary period is required as part of the testing process and shall be utilized for closely observing the employee's work. All employees will receive a **quarterly progress report and** a performance evaluation prior to completion of the probationary period.

During the probationary period, an employee may be rejected at any time without cause and without recourse to the grievance procedure or any other appeal right. ~~If an employee's performance during the probationary period is marginal, the probationary period may be extended for an additional six months (1,040 hours) subject to the approval of the Executive Director.~~ Any rejection of a probationary employee ~~or any extension of a probationary period~~ must be communicated to the employee in writing prior to the expiration of the probationary period. The **quarterly progress report and** performance evaluation must be completed by the employee's First Line Supervisor. The decision to accept or reject the probationary employee ~~or to extend the probationary period~~ is also made by the First Line Supervisor in consultation with the Deputy Executive Director responsible for Human Resources.

Employees promoted to another job classification, shall be considered to be probationary employees during the first ~~six months~~ **year** in the new position. Employees failing to perform satisfactorily in the new classification may be rejected and returned to their former position or to a position requiring similar skill and in a similar pay grade if such a position is still available. Should the previous position not be available, the employee is subject to discharge. Rejected employees shall not have recourse to the grievance procedure or any other appeal right.

## Section 4.2 Medical

RCTC will provide medical coverage through the PERS. RCTC shall pay the cost of medical insurance in the PERS at the rate approved by the Executive Committee.

Employees hired after **January 1, 2007** must meet RCTC's vesting requirement of ~~five (5) years and 10 years of service credit in the CalPERS system~~ in order to be eligible to receive health benefits paid by the RCTC at their retirement date. The employer contribution payable for post retirement health benefits for each retired employee in this category ***will be equal to the state's contribution regulated by government code section 22893. A minimum of 10 years of state service credit is required to receive 50% of the employer contribution, of which 5 of those 10 years of service must be performed at RCTC. Each additional service credit year after 10 years increases the employer contribution percentage by 5% until 20 years at which time the retiring employee is eligible for 100% of the employer contribution.*** ~~shall remain at the same contribution rate paid at the time of the employee's retirement.~~ Employees hired prior to **January 1, 2007** are not required to meet the eligibility criteria. The employer contribution payable for post retirement health benefits for each retired employee in this category shall be at the rate paid for active employees.

Employees and their qualified dependents or beneficiaries, who lose their group health coverage and meet CalPERS' qualifying event requirements, may be eligible for Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) continuation coverage. COBRA coverage, eligibility, enrollment, costs and duration as determined by CalPERS.

If an employee terminates employment with RCTC, the employee is entitled to continue participating in the RCTC group health plan for a prescribed period of time, usually 18 months. COBRA coverage is not extended to employees terminated for gross misconduct.

If a former employee chooses to continue group benefits under COBRA, the employee must pay the total applicable premium. Coverage will cease if the former employee fails to make premium payments as scheduled, becomes covered by another group plan that does not exclude pre-existing conditions or becomes eligible for Medicare.

For detailed information or questions on COBRA, employees are requested to check with the Human Resources Department.