



**Silicon Valley Clean Energy Authority
Executive Committee Meeting**

Thursday, July 21, 2016

2:00 pm

Sunnyvale Community Center | Recreation Center

Conference Room

550 E Remington Drive

Sunnyvale, CA

MEETING MINUTES

Call to Order

Chair Sinks called the meeting to order at 2:10 p.m.

Roll Call

Present:

Director Liz Gibbons, City of Campbell

Director Daniel Harney, City of Gilroy

Director Howard Miller, City of Saratoga

Vice Chair Rob Rennie, Town of Los Gatos

Chair Rod Sinks, City of Cupertino

Absent:

Director John McAlister, City of Mountain View

Public Comment on Matters Not Listed on the Agenda

No speakers.

Consent Calendar

1a) Approve Minutes of the July 7, 2016, Executive Committee Meeting

Director Miller commented that there were some instructions and directions to staff relating to item number six that were not noted in the minutes.

Director Gibbons agreed that the notes should be more inclusive with more clarity that reflects the content and direction of staff; Chair Sinks also concurred that more detail should be included.

MOTION: Director Miller moved and Vice Chair Rennie and Director Gibbons seconded the motion to adopt the minutes with a minor addition on item number six to reflect that staff was directed to look at third party options to procure HR/benefits, and to direct staff for future minutes to include more detail on direction to staff.

The motion carried unanimously with Director McAllister absent.

Regular Calendar

2) Office Space Update (Discussion)

CEO Tom Habashi provided a status report on the office space search and responded to Executive Committee questions.

CEO Habashi narrowed his search down to three prospective properties, one of which will be discussed in more detail in a closed session with the Board next month.

Director Miller commented that prior to signing the lease, SVCE should request that the property manager not opt out of receiving service from the authority; CEO Habashi noted that he will mention it during lease negotiations.

Director Miller, Chair Sinks, and Director Gibbons gave feedback that they agreed on the approach to request that the facility get its power from SVCE.

The Committee discussed the office space and its relationship to the SVCE budget. CEO Habashi stated that he will bring a worksheet at the next executive committee meeting which will show monthly expenditures; a more detailed budget will be brought to the Board before January.

Director Gibbons suggested an update on the budget to the Board at the next meeting.

3) Job Classifications for Remaining Positions (Discussion)

CEO Habashi introduced Shawn Marshall of LEAN Energy, US to answer questions relating to the job classifications.

Director Gibbons inquired about licenses, and continuing education. Marshall stated that it would be something for CEO Habashi to consider; CEO Habashi stated that it will be something he'll look into.

Director Gibbons supported the discussion at the July 7 Executive Committee meeting on outsourcing human resources and inquired if there were legal services that could be outsourced.

SVCE is evaluating the number of staff in the most effective way of staffing the organization and have looked at outsourcing to consultants. The Executive Committee and Board are working with staff to evaluate the cost over time.

Director Miller commented and Director Gibbons seconded appreciation of the level of detail in the classifications.

CEO Habashi gave an update on researching companies for human resources administrative work. A recommendation will be brought to the executive committee on August 4.

Materials on results of a salary survey based on the identified SVCE positions as well as a survey on package comparison will also be brought to the August 4 meeting.

4) Personnel Policies (Discussion)

Kristina Alfaro with the City of Cupertino presented the SVCE Employee Handbook and answered executive committee questions.

Director Miller gave suggestions and provided examples of items for consideration including an employee acknowledgement page, delegation of authority, and some suggested language.

Staff will review and consider Director Miller's recommendations.

CEO Habashi commented that due to frequent changes in employee handbooks, he will ask the Board for the authority to make such changes without requiring Board approval.

Director Gibbons inquired about 700 form submission requirements; Staff will review job descriptions for the 4 Directors and if warranted, include form 700 form. The committee discussed mandating 700 forms at the executive level.

The committee discussed bond financing and guidelines on public comment from the Board regarding financials. Staff will look at bond financing liability as well as other trainings that staff thinks would be valuable for the Board and combine all in one session.

Director Gibbons made suggestions to the manual including providing a date on each page and formatting in areas; staff will look at items and incorporate.

The Committee discussed having a range of salaries as opposed to a step system. Once the market survey is complete, the Committee will have the information to determine the minimum and maximum.

Staff will adjust the language in the manual regarding increases to make it more flexible.

Committee/Staff Remarks

The Committee discussed the Diablo Canyon closure and its effect on SVCE.

Chair Sinks announced that he will be on vacation during the August Board meeting.

The Committee discussed press coverage; Director Gibbons and Director Harney will give Misty Mersich, Outreach Coordinator, contact information to reporters.

Director Gibbons suggested putting a sunset clause on the authorization for the CEO and Chair to write letters on SVCE's behalf.

The Committee discussed workshop availability; Staff will evaluate the responses. If not enough consensus is received additional weekday options will be added.

Vice Chair Rennie announced that Director Gibbons set up a speaking opportunity with the League of Women Voters chapter.

Adjournment

Chair Sinks adjourned the meeting at 3:43 p.m.