



Rod Sinks, Chair
City of Cupertino

Rob Rennie, Vice Chair
Town of Los Gatos

Liz Gibbons
City of Campbell

Daniel Harney
City of Gilroy

Jeannie Bruins
City of Los Altos

John Harpootlian
Town of Los Altos Hills

Burton Craig
City of Monte Sereno

Steve Tate
City of Morgan Hill

John McAlister
City of Mountain View

Joe Simitian
County of Santa Clara

Howard Miller
City of Saratoga

Jim Griffith
City of Sunnyvale

svcleanenergy.org

505 W Olive Avenue
Suite 130
Sunnyvale, CA, 94086

Silicon Valley Clean Energy Authority Executive Committee Meeting

Thursday, August 4, 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 2:05 p.m.

Roll Call

Present:

Director Liz Gibbons, City of Campbell
Director John McAlister, City of Mountain View
Director Howard Miller, City of Saratoga
Vice Chair Rob Rennie, Town of Los Gatos
Chair Rod Sinks, City of Cupertino

Absent:

Director Daniel Harney, City of Gilroy

Public Comment on Matters Not Listed on the Agenda

Bruce Karney, Mountain View resident, encouraged directors to ensure that greenhouse gas emissions are measured to provide a baseline and comparison for future years.

Consent Calendar

1a) Approve Minutes for the July 21, 2016, Executive Committee Meeting

MOTION: Director Miller moved and Vice Chair Rennie seconded the motion to approve the July 21, 2016 minutes.

The motion carried unanimously with Director Harney absent.

Regular Calendar

2) Proposal for HR services (Discussion)

Pursuant to the Americans with Disabilities Act, if you need special assistance in this meeting, please contact the Clerk for the Authority at (408) 730-7483. Notification 48 hours prior to the meeting will enable the Authority to make reasonable arrangements to ensure accessibility to this meeting. (28 CFR 35.105 ADA Title II).

Rod Sinks, Chair
City of Cupertino

CEO Habashi discussed the results of his search for a human resources firm that will provide consulting services. A proposal from HR to Go was presented to the Executive Committee for discussion.

Rob Rennie, Vice Chair
Town of Los Gatos

CEO Habashi answered Executive Committee questions regarding what was included in the proposal and clarified services as well as confirmed that the SVCE general counsel would review and edit the contract. CEO Habashi stated that the approach taken was to hire a consultant in the absence of an HR Manager.

Liz Gibbons
City of Campbell

The Executive Committee agreed on the importance of having independent neutral advice.

Daniel Harney
City of Gilroy

Janelle Arsich, Human Resources Consultant with HR to Go, was called and answered Executive Committee questions regarding brokerage services, not-for-profit discounts, and payroll services.

Jeannie Bruins
City of Los Altos

Director Miller stated that he was in support of finding someone that CEO Habashi could work with to utilize his time; Director Gibbons concurred and added that a tickler file should be made to revisit the contract.

John Harpootlian
Town of Los Altos Hills

Burton Craig
City of Monte Sereno

CEO Habashi confirmed that the Executive Committee was comfortable with moving forward; Director Miller suggested it be presented to the Board as a consent informational item.

Steve Tate
City of Morgan Hill

3) Compensation Schedule (Action)

John McAlister
City of Mountain View

CEO Habashi recommended presenting the organization chart, job classifications, and compensation schedule to the Board in August for approval, followed by the benefits, employee handbook, and list of vendors that will be providing services in September.

Joe Simitian
County of Santa Clara

CEO Habashi presented the proposed compensation schedule and results of the compensation survey, and addressed Executive Committee questions.

Howard Miller
City of Saratoga

The Executive Committee discussed the recommended salary ranges and control points presented.

Jim Griffith
City of Sunnyvale

Director Gibbons commented and Director Miller concurred that there be a growth opportunity for employees.

MOTION: Director Gibbons moved and Director Miller seconded the motion to use the highest number presented in the Compensation Schedule rounded up or down to the nearest hundred, for the purpose of budgeting. For the purpose of hiring, CEO Habashi will have the ability to negotiate 30% below and 10% above.

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The motion carried unanimously with Director Harney absent.

Rod Sinks, Chair
City of Cupertino

CEO Habashi clarified for the motion that the highest number will be used for budgeting and the percentage range for hiring, with the exception of two positions: Director of Administration and Finance and Director of Power Supply, which he will adjust as he deems appropriate.

Rob Rennie, Vice Chair
Town of Los Gatos

4) Employee Handbook (Discussion)

Liz Gibbons
City of Campbell

CEO Habashi reported that the existing Employee Handbook would be presented to the HR consultant for review.

Daniel Harney
City of Gilroy

Director Gibbons and Vice Chair Rennie requested track changes on the revised document.

Jeannie Bruins
City of Los Altos

5) Finance and Banking Arrangement (Discussion)

John Harpootlian
Town of Los Altos Hills

CEO Habashi presented the staff report and provided an update on the RFP and bank interviews.

Burton Craig
City of Monte Sereno

CEO Habashi introduced Patty Kong, City of Mountain View, to answer Executive Committee questions.

Steve Tate
City of Morgan Hill

Director Gibbons requested that Board members be informed of any legal training that may be required.

John McAlister
City of Mountain View

Director McAlister suggested and Director Gibbons agreed that additional cities other than Mountain View and Sunnyvale be invited to provide loans.

Chair Sinks opened public comment.

Joe Simitian
County of Santa Clara

James Tuleya, Sunnyvale resident, provided information on Peninsula Clean Energy's bank selection.

Howard Miller
City of Saratoga

Chair Sinks closed public comment.

Jim Griffith
City of Sunnyvale

6) Cash Flow Analysis (Discussion)

CEO Habashi introduced the item and responded to Executive Committee questions.

Melody Tovar, Operations Manager, clarified the marketing strategy and program roll out reflected in the budget.

Director Gibbons suggested using PR lists from other cities for marketing distribution.

Mindy Mersich, Communications Manager, provided a communications update and answered Executive Committee questions.

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City of Cupertino

Director Miller commented on cash flow and the need for two budgets; actuals vs. projected.

Rob Rennie, Vice Chair
Town of Los Gatos

Chair Sinks opened public comment.

Bruce Karney spoke about advertising and the various types of advertising that others may produce.

Liz Gibbons
City of Campbell

Chair Sinks closed public comment.

Daniel Harney
City of Gilroy

Committee/Staff Remarks

Jeannie Bruins
City of Los Altos

Director Miller suggested building an agenda planner to be published regularly so that the Board has the ability to view upcoming topics. Staff requested examples from the Executive Committee for review.

John Harpootlian
Town of Los Altos Hills

Director McAlister commented on Bruce Karney's request for greenhouse gas emissions inventory and Mountain View's plan to move forward, requested a staff report for items up for discussion for informational purposes, and the procedure for motions. The Executive Committee discussed the process for motions in various cities.

Burton Craig
City of Monte Sereno

Chair Sinks synthesized the Executive Committee's thoughts on process: staff report, questions to staff (not commentary), public comment, further questions and further discussion, then a motion is made.

Steve Tate
City of Morgan Hill

Director Gibbons confirmed that if there is any feedback on the Finance Manager job description that was handed out at the beginning of the meeting, they should be directed to CEO Habashi.

John McAlister
City of Mountain View

Joe Simitian
County of Santa Clara

Misty Mersich gave an update on press coverage and Chair Sinks commented that any additional ideas for press are welcome.

Howard Miller
City of Saratoga

Adjournment

Chair Sinks adjourned the meeting at 3:58 p.m.

Jim Griffith
City of Sunnyvale

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