

APPROVED

JAN 13 2016

**MARIN CLEAN ENERGY
EXECUTIVE COMMITTEE MEETING
Wednesday, December 2, 2015
10:00 A.M.**

MARIN CLEAN ENERGY

**The Barbara George Conference Room
1125 Tamalpais Avenue, San Rafael, CA 94901**

Roll Call

Present: Denise Athas, City of Novato
Sloan Bailey, Town of Corte Madera
Bob McCaskill, City of Belvedere
Kate Sears, County of Marin
Ford Greene, Town of San Anselmo

Absent: Tom Butt, City of Richmond
Kevin Haroff, City of Larkspur

Staff: Katie Gaier, Human Resources Manager
Elizabeth Kelly, Legal Director
Beckie Menten, Director of Energy Efficiency
David McNeil, Finance and Project Manager
Alice Stover, Energy Efficiency Specialist

Action Taken:

Agenda Item #3 – Approval of 11.4.15 Meeting Minutes (Discussion/Action)

M/s Greene/Bailey (passed 5-0) the approval of 11.4.15 Meeting Minutes. Director McCaskill abstained. Directors Butt and Haroff were absent.

Agenda Item #4 – MCE New Staff Positions (Discussion/Action)

M/s Bailey/Athas (passed 5-0) the approval of the position of Legal Assistant I and Legal Assistant II and related job descriptions and salary ranges. The approval of a fiscal 2015/16 expenditure of up to \$16,000 for salary and other expenses related to this hire. Recommend the same to the MCE Board for approval at its December meeting. Approved adding this item to the December Consent Calendar. Directors Butt and Haroff were absent.

Agenda Item #5 – Revised Retirement Plan Change (Discussion/Action)

M/s Bailey/McCaskill (passed 5-0) 1. Approval of the termination of the Administrative Services Agreement with PenServ Services. 2. Approval of the Request to Rescind Termination with Nationwide Retirement Solutions. Recommend the same to the MCE Board for approval at its December meeting. Directors Butt and Haroff were absent.



Kate Sears, for Tom Butt, Executive Committee Chair

ATTEST:



Dawn Weisz, Chief Executive Officer

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