



**Marin Clean Energy
Executive Committee Meeting
Wednesday, April 16, 2014
9:00 A.M.**

Dawn Weisz
Executive Officer

Damon Connolly
Chair
City of San Rafael

Kathrin Sears
Vice Chair
County of Marin

Bob McCaskill
City of Belvedere

Sloan C. Bailey
Town of Corte Madera

Larry Bragman
Town of Fairfax

Kevin Haroff
City of Larkspur

Garry Lion
City of Mill Valley

Denise Athas
City of Novato

Tom Butt
City of Richmond

Carla Small
Town of Ross

Ford Greene
Town of San Anselmo

Ray Withy
City of Sausalito

Emmett O'Donnell
Town of Tiburon

1 (888) 632-3674
mceCleanEnergy.org

781 Lincoln Ave., #320
San Rafael, CA 94901

**San Rafael Corporate Center, Boro Room
750 Lindero Street, San Rafael, CA 94901**

Agenda

- 1. Board Announcements (Discussion)**
- 2. Public Open Time (Discussion)**
- 3. Report from Executive Officer (Discussion)**
- 4. Approval of Minutes from 1.15.14 Meeting (Discussion/Action)**
- 5. Approval of Minutes from 3.19.14 Meeting (Discussion/Action)**
- 6. AB 2145: The 2014 Monopoly Protection Bill (Discussion/Action)**
- 7. Support for New CCA Efforts (Discussion/Action)**
- 8. Records Retention Adjustment (Discussion/Action)**
- 9. MCE Position Transition from Extra Hire to Regular Hire (Discussion/Action)**
- 10. Review 5.1.14 Draft Board Agenda (Discussion)**



Agenda material can be inspected in the Marin County Sheriff's lobby, located at 3501 Civic Center Drive, San Rafael, CA 94903. The meeting facilities are in accessible locations. If you are a person with a disability and require this document in an alternate format (example: Braille, Large Print, Audiotape, CD-ROM), you may request it by using the contact information below. If you require accommodation (example: ASL Interpreter, reader, note taker) to participate in any MEA program, service or activity, you may request an accommodation by calling (415) 464-6032 (voice) or 711 for the California Relay Service or by e-mail at djackson@mceCleanEnergy.org not less than **four work days** in advance of the event.



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Agenda

11. Members & Staff Matters (Discussion)

12. Adjourn



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**MARIN CLEAN ENERGY
EXECUTIVE COMMITTEE MEETING
WEDNESDAY, JANUARY 15, 2014
9:00 A.M.
SAN RAFAEL CORPORATE CENTER, TAMALPAIS ROOM
750 LINDARO STREET, SAN RAFAEL, CA 94901**

Roll Call

Present: Damon Connolly, City of San Rafael, Chair
Bob McCaskill, City of Belvedere
Sloan Bailey, Town of Corte Madera
Tom Butt, City of Richmond
Denise Athas, City of Novato

Absent: Kate Sears, County of Marin

Staff: Dawn Weisz, Executive Officer
Shalini Swaroop, Regulatory Counsel
Greg Morse, Business Analyst
Beckie Menten, Energy Efficiency Director
Meaghan Doran, Energy Efficiency Specialist
Emily Goodwin, Internal Operations Coordinator

Agenda Item #4 – Proposed MCE Budget for FY 2014/15 (Discussion/Action)

M/s Athas/McCaskill (passed 5-0) recommendation to bring the proposed FY 2014/15 budget to the February Board meeting. Director Sears was absent.

Agenda Item #5A – Expansion of Home Utility Report Pilot Program (Discussion/Action)

M/s Butt/Bailey (passed 5-0) recommendation to expand the Home Utility Pilot Report Program. Director Sears was absent.

Agenda Item #5B – Expansion of Schools Energy Efficiency Program (Discussion/Action)

M/s Butt/Bailey (passed 5-0) recommendation to expand the Schools Energy Efficiency Program. Director Sears was absent.

Agenda Item #7 – Annual COLA Adjustment for Staff Pay Ranges (Discussion/Action)

M/s Bailey/McCaskill (passed 5-0) recommending Annual COLA Adjustment for Staff Pay Ranges. Director Sears was absent.

Agenda Item #8 – Affiliate Membership and Governance (Discussion/Action)

M/s Athas/Butt (passed 5-0) recommending no change to JPA agreement and use of current governance structure for new communities joining MCE. Director Sears was absent.

Damon Connolly, Chair

ATTEST:

Dawn Weisz, Executive Officer

**MARIN CLEAN ENERGY
EXECUTIVE COMMITTEE MEETING
WEDNESDAY, MARCH 19, 2014
9:00 A.M.
SAN RAFAEL CORPORATE CENTER, BORO ROOM
750 LINDARO STREET, SAN RAFAEL, CA 94901**

Roll Call

Present:

Damon Connolly, City of San Rafael, Chair
Kate Sears, County of Marin
Bob McCaskill, City of Belvedere
Sloan Bailey, Town of Corte Madera
Denise Athas, City of Novato

Absent:

Tom Butt, City of Richmond

Staff:

Dawn Weisz, Executive Officer
Emily Goodwin, Director of Internal Operations
Katie Gaier, Human Resources Coordinator

Agenda Item #6 – Adjustment to Benefits Schedule (Discussion/Action)

M/s Athas/Sears (passed 5-0) adjustment to Benefits Schedule and approved recommendation to bring the proposed Benefits Schedule to the April Board meeting. Director Butt was absent.

Agenda Item #7 – Compensation Studies for MCE Staff Positions (Discussion/Action)

M/s Sears/Athas (passed 5-0) recommendation to bring the proposed changes to staff titles and salary ranges to the April Board meeting with recommended changes incorporated. Director Butt was absent.

Damon Connolly, Chair

ATTEST:

Dawn Weisz, Executive Officer



April 16, 2014

TO: Marin Clean Energy Executive Committee

FROM: Emily Goodwin, Director of Internal Operations

RE: Records Retention Compliance (Agenda Item #8)

ATTACHMENT: A. MCE Edited Records Retention Policy 003
B. MCE Clean Records Retention Policy 003 Draft

Dear Executive Committee Members:

SUMMARY:

On July 7, 2011, your Board adopted Policy No. 003, Records Retention. Pursuant to Policy 003, MCE staff recommended various documents be discarded following the December 5, 2013 Board meeting. Based on suggestions from the Board about the timeframes for certain document types, your Board recommended MCE staff instead revisit and revise Policy 003 at the next Executive Committee meeting.

At the January 15, 2014 Executive Committee meeting, those concerns were discussed and additional suggestions were made to Policy 003 with consideration for items that needed to be held in perpetuity, contract drafts, electronic correspondence and accounting records. MCE staff took those recommendations and sought external counsel to ensure compliance with the law when making changes to the policy. These changes were incorporated into a draft policy for review at the March 19, 2014 Executive Committee meeting.

At the March meeting, Committee members reviewed the updated document categories in greater detail and determined the need to omit any date ranges on storing information in addition to adding a category to acknowledge retention of accounting records maintained by MCE's CPA Maher Accountancy. Having done so, with the following changes approved by external counsel and sufficient to meet the requests of MCE Board Members, we recommend the following changes to Policy 003, Records Retention:

1. **Executed Contracts** -10 years after termination date of the contract
2. **Board Approved Decisions** - retained in perpetuity
3. **Board and Committee Meeting Materials** – retained in perpetuity
4. **Board Approved Budgets** – retained in perpetuity
5. **Customer-Specific Usage Information and Data** – retained for 5 years
6. **Personnel Information** – 10 years after employee end date
7. **Accounting Records** – 7 years in accordance with MCE's CPA Firm

Recommendation: Approve the proposed changes to updated Policy 003 and recommend the revised version of Policy No. 003 for approval at the May 1, 2014 Board meeting.



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POLICY NO. 003 – RECORDS RETENTION

Records will be retained according to the following schedule. After the required retention date has passed all documents or electronic files will be deleted or discarded.

Record Type	Required Retention	Sample Descriptions
Executed Contracts	10 years after termination date of the contract	Power supply contracts, contracts with vendors or consultants
Invoices from Vendors	2 years after completion of contract	Vendor invoices for payment
Non-Disclosure Agreements	In perpetuity	NDA with vendor, employee, Board member or advisor
Board Approved Decisions	In perpetuity	Resolutions, meeting minutes, and other items approved at regular or special Board meetings
Board and Committee Meeting Materials	In perpetuity	Agendas, staff reports and other material provided to Board members in preparation for meetings
Board Approved Budgets	In perpetuity	Final, approved budgets
Drafts of Documents	30 days after final version is approved	Draft contracts, programs, RFPs, etc.
General Electronic Correspondence	2 years	Relevant email correspondence at staff discretion
Customer-Specific Usage Information and Data	<u>5-2 to 10</u> years	Electronic information and reporting from Data Manager, bill analyses
Marketing Material	2 years after public distribution	Flyers, brochures, electronic advertisements
General Educational or Informational Material	2 years	Brochures, reports, electronic information
Personnel Information	<u>5 to 10</u> years after employee end date	Offer letter, resume, evaluations
<u>Accounting Records</u>	<u>7 years</u>	<u>Unaudited financials, bank statements, payables/receivables and controls back up documentation, etc.</u>

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~~April 3~~ May 1, 2014



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HUMAN RESOURCES COORDINATOR JOB DESCRIPTION

Summary

As a human resources support professional, the Human Resources (HR) Coordinator works under direction from the Internal Operations Coordinator and has responsibility for a range of Marin Clean Energy HR matters, with particular emphasis on employee relations, personnel policies and procedures, human resources legal compliance, benefits management, payroll, classification and compensation, recruitment and career development.

Class Characteristics

The HR Coordinator performs assignments under the general supervision of the Internal Operations Coordinator and may take direction from the Executive Officer on particular HR issues. The HR Coordinator works collaboratively with management and staff to provide support and guidance regarding all HR policies, procedures and processes.

Essential Duties & Responsibilities (Illustrative Only)

- Update and maintain employee records through electronic resource system
- Provide biweekly support for the processing of staff payroll and ensure correct and timely updates to payroll
- Maintain, update, and secure personnel files
- Screen applicants for open positions
- Orient new staff to employee handbook and benefits if applicable
- Interface with external HR, insurance, payroll and benefits consultants
- Provide employee relations support to management and staff
- Maintain and update employee policies and procedures, including the MCE Employee Handbook
- Provide human resources legal compliance support and advice to managers and supervisors
- Perform classification and compensation studies, as required
- Provide employee recruitment, retention, evaluation, counseling, disciplinary and professional development guidance to management and staff

Supervisory Responsibilities

This position has no supervisory responsibilities.

Minimum Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Experience/Education

Bachelor's degree or an equivalent combination of education and experience, supplemented by at least five (5) years of progressively responsible experience as a HR professional working in a complex office environment, or an equivalent combination of education, training, and experience. A background in public agency HR, workforce development or public and business administration is preferred.

Knowledge of

- State and federal laws governing public agencies and public employees
- Management and staff support practices and procedures
- Microsoft Office Suite (Excel, Word, Adobe, PowerPoint, Outlook)
- Advanced HR concepts including but not limited to: employee relations management, human resources compliance regarding public agencies, counseling and disciplinary practices, recruitment and retention strategies and professional development concepts, benefits management including employee rights, leave administration and mandatory and voluntary health and welfare benefits, principles and practices of counseling, mediation, and conflict resolution.

Language and Reasoning Skills

- Excellent written and verbal communication skills
- Demonstrates highest level of accountability, integrity, judgment and confidentiality
- Outstanding interpersonal skills and a strong desire to impact relationships through positive communications
- Exercising sound judgment, creative problem solving, and commercial awareness
- Managing multiple priorities and quickly adapting to changing priorities in a fast paced dynamic environment
- Developing high-quality writing, research and communication work products
- Delivering clear and persuasive oral communication
- Interacting effectively with MCE management and staff
- Applying strong problem-solving skills
- Being thorough and detail-oriented
- Focusing, directing and managing the efforts of external vendors with HR related services

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to create and interpret bar graphs.

Ability to

- Take responsibility and work independently, as well as coordinate team efforts
- Work accurately and swiftly under pressure
- Handle multiple ongoing projects in a fast-paced team-oriented environment
- Demonstrate patience, tact, and courtesy
- Establish and maintain effective working relationships with persons encountered during the performance of duties.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stand. The employee must occasionally lift and/or move up to 20 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Work is performed in an office environment. The noise level in the work environment is usually moderate.

Break-down of Time Spent on Various Work Areas

Personnel and benefits management and related administration	60%
Employee recruitment, retention and professional development	30%
Counseling, mediation and disciplinary support (conflict management)	5%
Other HR support services as needed	5%

ADA Compliance

MCE will make reasonable accommodation of the known physical or mental limitations of a qualified person with a disability upon request.



**Marin Clean Energy
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Thursday, May 1, 2014
7:00 P.M.**

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1. Board Announcements (Discussion)
2. Public Open Time (Discussion)
3. Report from Executive Officer (Discussion)
4. Consent Calendar (Discussion/Action)
 - C.1 4.3.14 Board Minutes
 - C.2 Monthly Budget Report
 - C.3 Approved Contract Update
5. Results of Membership Analysis for the Unincorporated County of Napa (Discussion)
6. Energy Efficiency Update (Discussion)
7. Communications Update (Discussion)





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8. Adjustments to Policy 003: Records Retention
(Discussion/Action)
9. Regulatory and Legislative Update (Discussion)
10. Board Member & Staff Matters (Discussion)
11. Adjourn

