



**EXECUTIVE COMMITTEE MEETING
WEDNESDAY, JULY 3, 2013, 8:00 A.M.
OMNITRANS METRO FACILITY
1700 WEST 5TH STREET
SAN BERNARDINO, CA 92411**

The meeting facility is accessible to persons with disabilities. If assistive listening devices or other auxiliary aids or services are needed in order to participate in the public meeting, requests should be made through the Board Secretary at least three (3) business days prior to the Committee Meeting. The Board Secretary's telephone number is 909-379-7110 (voice) or 909-384-9351 (TTY). If you have comments about items on the agenda or other general concerns and are not able to attend the meeting, please mail them to Omnitrans at 1700 West Fifth Street, San Bernardino, California, Attention Board Secretary. Comments may also be submitted by email to BoardSecretary@omnitrans.org.

A. CALL TO ORDER

B. COMMUNICATIONS FROM THE PUBLIC

This is the time and place for the general public to address the Board for items that are not on the agenda. In accordance with rules applicable to meetings of the Administrative & Finance Committee, comments on items not on the agenda and on items on the agenda are to be limited to a total of three (3) minutes per individual.

C. DISCUSSION ITEMS

1. Approve Executive Committee Minutes – June 10, 2013 2
2. Discussion – Proposed Amendments to Personnel Policy #402 – Management Confidential Classifications and Personnel Policy #601 – Group Health Related Insurance Plans 4
3. Discussion - Invocation on Board Meeting Agenda

D. ADJOURNMENT

**EXECUTIVE COMMITTEE MEETING
MINUTES
JUNE 10, 2013**

A. CALL TO ORDER

The Executive Committee meeting was called to order by Board Chair Dick Riddell at 11:30 a.m., Monday, June 10, 2013.

COMMITTEE MEMBERS ATTENDING

Councilmember Dick Riddell, Board Chair
Councilmember Alan Wapner, Vice Chair
Mayor Pro Tem Penny Lilburn, City of Highland
Mayor Pat Morris, City of San Bernardino

OTHER BOARD MEMBERS ATTENDING

Councilmember Ron Dailey, City of Loma Linda
Councilmember Frank Gonzales, City of Colton
Vice Mayor Ed Graham, City of Chino Hills
Mayor Pro Tem John Roberts, City of Fontana
Mayor Pro Tem Sam Spagnolo, City of Rancho Cucamonga
Mayor Ray Musser, City of Upland
Supervisor Janice Rutherford, County of San Bernardino

OMNITRANS STAFF & OTHERS ATTENDING

P. Scott Graham, Interim CEO/General Manager
Carol Greene, County Counsel

B. COMMUNICATIONS FROM THE PUBLIC

There were no communications from the public.

C. DISCUSSION ITEMS

1. Determine Compensation Package for Position of Interim CEO/General Manager

Legal Counsel Greene corrected the agenda to reflect that the item to be discussed is for Closed Session, as follows:

Conference with Labor Negotiator Chair Dick Riddell, regarding one unrepresented position – CEO/General Manager, Interim CEO General Manager P. Scott Graham acting as Negotiator for himself, pursuant to Government Code Section 54957.6(a).


The Executive Committee adjourned to Closed Session at 11:30 a.m. and reconvened to Open Session at 12:17 p.m.

Legal Counsel Greene reported that the Executive Committee completed negotiations regarding the conditions of employment and granted the Interim CEO/General Manager an annual salary of \$190,000 per year, agency paid life insurance of \$300,000, an agency paid vehicle, and retention of the existing benefits as provided to the Director of Operations, all to be effective June 5, 2013.

D. ADJOURNMENT

The Executive Committee adjourned at 12:18 p.m.

Carol Angier, Recording Secretary

 PERSONNEL POLICY MANUAL	POLICY 402 PAGE 1 OF 3
SUBJECT Salary Ranges Management Confidential Classifications	APPROVED BY OMNITRANS BOARD OF DIRECTORS DATE: June 6, 2012

I. Purpose

To state Omnitrans' policy on salary ranges for Management and Confidential classifications.

II. Scope

All Departments

III. Procedure

- A. The Director of Human Resources is responsible for compensation administration and will modify and issue, from time to time, pay ranges and guidelines for salary adjustments as approved by the Board of Directors.
- B. The CEO may increase the range to accommodate salary in lieu of providing an agency vehicle when necessary.

Classification	Minimum	Mid-Point	Maximum
<u>Level I</u> Chief Financial Officer	8497	10549	12600
<u>Level II</u> Department Director	7400	9188	10977
<u>Level III</u> Accounting Manager Contracts Manager Employee Relations Manager Facility Manager Maintenance Manager Planning & Scheduling Manager Transportation Manager Treasury Manager	6162	7635	9108
<u>Level IV</u> Database Administrator Technical Services Manager	5667	6678	7690
<u>Level V</u> Application Developer Assistant to the CEO/GM Assistant Transportation Manager Community Outreach Specialist Contract Administrator	4824	5825	6711



PERSONNEL POLICY MANUAL

SUBJECT

**Salary Ranges
Management Confidential Classifications**

APPROVED BY OMNITRANS
BOARD OF DIRECTORS

DATE: June 6, 2012

Level V (continued)

- Dispatch Supervisor
- Facility Supervisor
- Fleet Safety & Training Supervisor
- HR Leave Administrator
- Planner II
- Planning Project Manager
- Safety & Regulatory Compliance Specialist
- Senior Financial Analyst
- Shift Supervisor
- Web Designer

<u>Level VI</u>	4125	4943	5760
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- Accountant
- Applications Specialist
- Customer Service Supervisor
- Field Supervisor
- Fleet Safety & Training Instructor
- Human Resources Analyst
- Human Resources Specialist
- Loss Prevention & Security Supervisor
- Materials Supervisor
- Operations Analyst
- Operations Services Supervisor
- Sales Supervisor
- Stops and Stations Supervisor

<u>Level VII</u>	3838	4600	5362
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- Contract Review Analyst
- Dispatcher
- Marketing Specialist
- Planner I

<u>Level VIII</u>	3284	3825	4367
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- Administrative Secretary
- Department Senior Secretary
- Fleet Analyst
- Human Resources Assistant
- Payroll Technician
- Warranty Coordinator

<u>Level IX</u>	2758	3221	3685
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- Human Resources Clerk



PERSONNEL POLICY MANUAL

SUBJECT

**Salary Ranges
Management Confidential Classifications**

APPROVED BY OMNITRANS
BOARD OF DIRECTORS

DATE: June 6, 2012

When range changes occur every two years, Management & Confidential employees will maintain the same placement (compa ratio) in the new range.

The following classifications are for Capital Projects and are mandated by the FTA:

<u>Level I</u> Program Manager	8497	10549	12600
<u>Level II</u> Construction Manager	7400	9188	10977
<u>Level III</u> Design Manager Engineering Services Manager Project Control Manager Public Relations Manager Quality Assurance Manager	6162	7635	9108
<u>Level IV</u> Construction Safety Manager Public Relations Specialist Right-of-Way & Utilities Manager Senior Contract Specialist	5667	6678	7690
<u>Level VI</u> Project Analyst	4125	4943	5760
<u>Level VII</u> Document Control Analyst	3838	4600	5362
<u>Level VIII</u> Administrative Secretary-Capital Projects	3284	3825	4367



SUBJECT

Group Health Related Insurance Plans

**APPROVED BY OMNITRANS
BOARD OF DIRECTORS**

DATE: Nov 1, 2006

I. Purpose

To state Omnitrans' policy on group health insurance plans.

II. Scope

All Departments

III. Procedure

- A. All regular full-time Omnitrans employees are eligible for the group health plan as provided to the employees of Omnitrans. An eligible employee may include their dependent(s) in all allowable group plans, but the employee will pay the cost in excess of the agreed total contribution provided by Omnitrans. The terms, award, conditions, and group health insurance plans will be specified by Omnitrans agreement with the insuring company or person acting on behalf of the company.
- B. Failure to Pay Premiums: The employer's obligation to maintain health insurance coverage terminates if an employee's payment is more than 30 days late while on leave of absence. If coverage lapses due to missed payments, the employee will be restored to coverage upon his/her return to work and premium payments are once again made by automatic deductions in payroll.
- C. Plan document summaries will be made available to each employee, and open enrollments will be held annually to provide opportunities to change and/or select a health plan which meet their needs.
- D. Management and Confidential Unit employee premiums, including dependent coverage, are paid at 100% by the Agency.
- E. Upon separation of employment, reduction in work hours, pursuant to MOU, or on an approved leave of absence in excess of twelve (12) weeks (excluding workers compensation or Pregnancy Disability Leave (PDL)), employees and certain family members have the right to continue healthcare coverage through the federal Consolidated Omnibus Budget Reconciliation Act (Cobra), at their expense, under the Agency's group health plans.