

South Bay Cities Council of Governments

March 24, 2016

TO: SBCCOG Board of Directors

FROM: Steering Committee

RE: Time Critical Actions of Steering Committee since last Board meeting

The Steering Committee has been delegated the authority by the Board of Directors to take action on any time critical issues that require it in those months that the Board of Directors does not meet.

In February the Steering Committee took the following actions to approve:

- A contract to UrbanTrans for marketing the SBCCOG Smart Mobility Tool
- A contract with PATH for SBCCOG support of homeless services in the South Bay
- A License Agreement renewal for Informational Kiosk @ Promenade on the Peninsula
- A contract with Iteris for Project Management Workshops for Staff re: Measure R and Elected Officials Workshops
- A contract amendment with Walter Siembab to increase his compensation by \$5/hour
- Changed two positions on legislation from OPPOSE to MONITOR based on amended versions – AB 620 and AB 779
- Directed management to:
 - Implement an immediate remedy to the Administrative Assistant job classification affecting 2 employees, addressing the new California State standard, by changing that position from Exempt status to Non-Exempt (hourly) status with annual compensation to include the value of the administrative leave benefit which they will no longer receive. The total cost of this compensation increase for both employees combined does not exceed \$1,600 annually. Administrative Assistants would be eligible for overtime pay, but no longer qualify for Administrative Leave pay.
 - Increase the Administrative Assistant Tier 3 salary range to \$47,000 (\$2,000 increase) to allow for potential overtime pay. This solution would satisfy both the State and Federal changes for the Administrative Assistant position. Fiscal impact varies depending upon overtime required.
 - Analyze the proposed Federal changes along with an analysis of SBCCOG's current salary ranges which have not been modified for 5 years.

More information on each of these actions is available on request.

RECOMMENDATION

Receive and file