



Orange County Mosquito and Vector Control District

Serving Orange County Since 1947

POLICY AND PERSONNEL COMMITTEE MEETING 2:00 PM
BUDGET AND FINANCE COMMITTEE MEETING 2:30 PM

**NOTICE AND AGENDA
 OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES
 THURSDAY NOVEMBER 16, 2017
 852nd REGULAR MEETING 3:00 P.M.
 13001 GARDEN GROVE BLVD.
 GARDEN GROVE, CA 92843
 WEBSITE ADDRESS: www.ocvector.org**

REGULAR MEETING 3:00 P.M.

A. PLEDGE OF ALLEGIANCE, ROLL CALL, AND LATE COMMUNICATIONS

1. Call business meeting to order 3:00 p.m.
2. Pledge of Allegiance
3. Roll Call - (If absences occur, consider whether to deem those absences excused based on facts presented for the absence — such determination shall be the permission required by law.)

PRESIDENT:	Barbara Kogerman	Laguna Hills
VICE-PRESIDENT:	Lucille Kring	Anaheim
SECRETARY:	Cheryl Brothers	Fountain Valley

Aliso Viejo	Phillip B. Tsunoda	Lake Forest	Scott Voigts
Anaheim	Lucille Kring	Los Alamitos	Warren Kusumoto
Brea	Cecilia Hupp	Mission Viejo	Dave Leckness
Buena Park	Michael Davis	Newport Beach	Scott Peotter
Costa Mesa	Sandra Genis	Orange	Michael Alvarez
Cypress	Stacy Berry	Placentia	Craig Green
Dana Point	Richard Viczorek	Rancho Santa Margarita	April Josephson
Fountain Valley	Cheryl Brothers	San Clemente	Jim Dahl
Fullerton	Jennifer Fitzgerald	San Juan Capistrano	Pam Patterson
Garden Grove	Stephanie Klopfenstein	Santa Ana	Cecilia Aguinaga
Huntington Beach	Mike Posey	Seal Beach	Sandra Massa-Lavitt
Irvine	Lynn Schott	Stanton	Al Ethans
La Habra	James Gomez	Tustin	Letitia Clark
La Palma	Marshall Goodman	Villa Park	Bill Nelson
Laguna Beach	Toni Iseman	Westminster	Sergio Contreras
Laguna Hills	Barbara Kogerman	Yorba Linda	Peggy Huang
Laguna Niguel	John Mark Jennings	County of Orange	Lilly Simmering
Laguna Woods	Shari Horne		

4. Late/Other Communications

B. PUBLIC COMMENTS

(Individual Public Comments may be limited to a 3-minute or less time limit)

During Public Comments, the public may address the Board on any issue within the District's jurisdiction which is not on the agenda. The public may comment on any item on the Agenda at the time that item is before the Board for consideration. Any person wishing to speak must come up and speak from the lectern. There will be no dialog between the Board and the commenter. Any clarifying questions from the Board must go through the Board President.

C. PRESENTATIONS

1. Assistant Vector Ecologist, Kiet Nguyen, will give a presentation entitled "Invasive Aedes in Orange County"

D. OCMVCD COMMITTEE REPORTS TO THE BOARD OF TRUSTEES

1. Policy and Personnel Committee
2. Budget and Finance Committee

E. CONSENT CALENDAR

All matters listed under the CONSENT CALENDAR are considered by the District to be routine and will be enacted by one motion. Any member of the Board may pull an item from the Consent Calendar for additional clarification or action.

1. Approval of DRAFT minutes for the regular meeting of October 19, 2017
2. Approve Warrant Register for September 2017 **(Exhibit A)**
3. Monthly Financial Report for September 2017 **(Exhibit A)**

F. BUSINESS AND ACTION ITEMS

1. Classification and Compensation Study FY 17/18 Vendor Approval **(Exhibit A, B, C, D, E)**
2. Adopt Resolution No. 454 Establishing a Fiscal Reserve Policy **(Exhibit A, B, C)**

G. INFORMATIONAL ITEMS ONLY (NO ACTION NECESSARY)

1. Staff Presentation: Senior staff will give an update of vector activity in Orange County
2. Report of District Activities

H. PRESIDENT'S REPORT AND TRUSTEE COMMENTS

I. DISTRICT MANAGER'S REPORT – Discussion and Possible Action

J. DISTRICT LEGAL COUNSEL REPORT – Discussion and Possible Action

CLOSING

K. CORRESPONDENCE – Discussion and Possible Action

Staff reports from conferences attended in October and November

L. FUTURE AGENDA ITEMS

M. ADJOURNMENT

1. Adjourn to the next regular meeting of December 21, 2017 starting at 3:00 p.m. at the Orange County Mosquito and Vector Control District offices, 13001 Garden Grove Blvd., Garden Grove, CA 92843

“This agenda shall be made available upon request in alternative formats to persons with a disability, as required by the American with Disabilities Act of 1990 (42 U.S.C. § 12132) and the Ralph M. Brown Act (California Government Code § 54954.2). Persons requesting a disability related modification or accommodation in order to participate in the meeting should contact the Orange County Mosquito and Vector Control District at (714-971-2421), during regular business hours, at least twenty-four hours prior to the time of the meeting.”

"Materials related to an item on the Agenda submitted after distribution of the agenda packet are available for public inspection in the District Office located at Orange County Mosquito and Vector Control District offices, 13001 Garden Grove Blvd., Garden Grove, CA 92843 during normal business hours."

C. PRESENTATIONS

- 1. ASSISTANT VECTOR ECOLOGIST, KIET NGUYEN, WILL GIVE A PRESENTATION ENTITLED "INVASIVE AEDES IN ORANGE COUNTY"**

D. OCMVCD COMMITTEE REPORTS TO THE BOARD OF TRUSTEES

- 1. POLICY AND PERSONNEL COMMITTEE**
- 2. BUDGET AND FINANCE COMMITTEE**



**POLICY AND PERSONNEL COMMITTEE
MEETING NOTICE
NOVEMBER 16, 2017
2:00 P.M.**

TO: Policy and Personnel Committee

Lynn Schott	Irvine
Toni Iseman	Laguna Beach
Barbara Kogerman	Laguna Hills
Shari Horne	Laguna Woods
April Josephson (Chair)	Rancho Santa Margarita
Jim Dahl	San Clemente
Sandra Massa-Lavitt	Seal Beach
Bill Nelson	Villa Park
Lilly Simmering	County of Orange

FROM: Tawnia Pett, Executive Assistant/Clerk of the Board

RE: Policy and Personnel Committee Meeting:
2:00 p.m., Thursday, November 16, 2017
Orange County Mosquito and Vector Control District
13001 Garden Grove Blvd., Garden Grove, CA

AGENDA

1. Call Meeting to Order and Roll Call
2. Public Comments
3. Approve minutes from September 21, 2017 and the corrected minutes of the July 20, 2017 committee meeting
4. Discuss Class and Compensation Policy (Agenda Item F.1)
5. CLOSED SESSION: CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION Significant exposure to litigation pursuant to paragraph (2) of Subdivision (d) of Government Code Section 54956.9 (1 case)
6. OPEN SESSION: Report of Any Required Disclosures of Action in Closed Session
7. Adjourn

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MINUTES OF POLICY AND PERSONNEL COMMITTEE MEETING

Orange County Mosquito and Vector Control District

TIME: 2:30 P.M., July 20, 2017

PLACE: 13001 Garden Grove Blvd., Garden Grove, CA 92843

Policy and Personnel Committee Members Present:

Barbara Kogerman	Laguna Hills
April Josephson (Chair)	Rancho Santo Margarita
Sandra Massa-Lavitt	Seal Beach
Bill Nelson	Villa Park
Toni Iseman	Laguna Beach
Shari L. Horne	Laguna Woods
Jim Dahl	San Clemente

Policy and Personnel Committee Members Absent:

Lily Simmering	County of Orange
Lynn Scott	Irvine

Staff Members Present:

Richard Howard	District Manager
Christina Pacific	Human Resource Analyst
Elizabeth Escobar	Administrative Assistant
Wendy Goodson	Director of Administrative Services

The meeting was called to order at 2:35 P.M.

1. **Call Meeting to Order and Roll Call**
2. **Public Comments:** None
3. **Approve minutes from June 14, 2017 committee meeting:** On motion by Trustee Dahl, seconded by Trustee Nelson and passed by majority vote the Minutes of June 14, 2017 committee meeting were approved.
4. **CLOSED SESSION:** Conference with Legal Counsel- Existing Litigation (Gov. Code section 54956.9(d) (1)). Orange County Mosquito and Vector Control District Employees Association v. Orange County Mosquito and Vector Control District (PERB Case No. LA-CA-117-M) (Agenda Item A.5)
5. **OPEN SESSION:** Report of any required disclosures of action in closed session. No comments.

6. **Discuss Ordinance Amending OCMVCD Operations Code Regarding Travel and Expense Policy (Agenda Item F.2):** Committee recommended continuing the item of Amending the Travel and Expense Policy till next month's committee meeting.

7. **Adjourn:** Meeting adjourned at 2:59 P.M.

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MINUTES OF POLICY AND PERSONNEL COMMITTEE MEETING

Orange County Mosquito and Vector Control District

TIME: 1:30 P.M., September 21, 2017

PLACE: 13001 Garden Grove Blvd., Garden Grove, CA 92843

Policy and Personnel Committee Members Present:

Barbara Kogerman	Laguna Hills
April Josephson (Chair)	Rancho Santo Margarita
Sandra Massa-Lavitt	Seal Beach
Bill Nelson	Villa Park
Toni Iseman	Laguna Beach
Shari L. Horne	Laguna Woods
Jim Dahl	San Clemente
Lynn Scott	Irvine

Policy and Personnel Committee Members Absent:

Lily Simmering	County of Orange
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Staff Members Present:

Richard Howard	District Manager
Elizabeth Escobar	Administrative Assistant
Wendy Goodson	Director of Administrative Services

The meeting was called to order at 1:32 P.M.

1. **Call Meeting to Order and Roll Call**
2. **Public Comments:** None
3. **Approve minutes from July 20, 2017 committee meeting:** On motion by Trustee Dahl, seconded by Trustee Horne and passed by majority vote the Minutes of July 20, 2017 committee meeting were approved.
4. **Discuss an Ordinance Amending the Travel and Expense Policy by Providing that the Details of the Policy will be Provided by Resolution and Readopting Title 5 Pertaining to District Records; and Adoption of Resolution Setting Forth the Board's Expense Reimbursement Policy (Agenda Item F.1).** District Manager Richard Howard spoke to committee members regarding the Ordinance Amending the Travel and Expense Policy. The committee approved to move forward and present the resolution to the board.
5. **Adjourn:** Meeting adjourned at 2:03 P.M.



**BUDGET AND FINANCE COMMITTEE
MEETING NOTICE
NOVEMBER 16, 2017
2:30 P.M.**

TO: Budget and Finance Committee

Mike Posey	Huntington Beach
James Gomez	La Habra
Barbara Kogerman	Laguna Hills
John Mark Jennings	Laguna Niguel
Scott Voigts	Lake Forest
Scott Peotter	Newport Beach
Jim Dahl	San Clemente
Bill Nelson (Chair)	Villa Park
Lilly Simmering	County of Orange

FROM: Tawnia Pett, Executive Assistant/Clerk of the Board

RE: Budget and Finance Committee Meeting:
2:30 p.m., Thursday, November 16, 2017
Orange County Mosquito and Vector Control District
13001 Garden Grove Blvd., Garden Grove, CA

AGENDA

1. Call Meeting to Order and Roll Call
2. Public Comments
3. Approve Minutes of October 19, 2017
4. Review of District Fiscal Reserve Policy (Agenda Item F.2)
5. Adjourn

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MINUTES OF THE BUDGET AND FINANCE COMMITTEE MEETING

Orange County Mosquito and Vector Control District

TIME: 2:15 P.M., October 19, 2017

PLACE: 13001 Garden Grove Blvd., Garden Grove, CA 92843

Budget and Finance Committee Members Present:

John Mark Jennings	Laguna Niguel
Scott Peotter	Newport Beach
Jim Dahl	San Clemente
Bill Nelson (Chair)	Villa Park
Lilly Simmering	County of Orange

Budget and Finance Committee Members Absent:

Mike Posey	Huntington Beach
James Gomez	La Habra
Barbara Kogerman	Laguna Hills
Scott Voigts	Lake Forest

Others Present:

Irwin B. Bornstein	Certified Public Accountant
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Staff Members Present

Rick Howard	District Manager
Wendy Goodson	Director of Administrative Services
Terry Pospisil	Accounting Specialist
Dave Miller	Vehicle Maintenance Coordinator

Chairperson, Bill Nelson called the meeting to order at 2:28 P.M.

1. Call Meeting to Order and Roll Call:

2. Public Comments: No public comments.

3. Approve Minutes from September 21, 2017 Meeting: On motion by Trustee Dahl, seconded by Trustee Jennings, and passed by majority vote the Minutes from the September 21, 2017 committee meeting were approved.

4. Review of District Reserves Analysis and Policy Draft:
No action taken.

5. Review Purchase of Two Replacement Fleet Vehicles (Agenda Item E.5):

On motion by Trustee Peotter, seconded by Trustee Dahl, and passed by majority vote the Committee were in agreement to move forward with the purchase to two replacement fleet vehicles.

6. **Adjourn:** Meeting adjourned at 2:39 p.m.

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E. CONSENT CALENDAR

All matters listed under the CONSENT CALENDAR are considered by the District to be routine and will be enacted by one motion. Any member of the Board may pull an item from the Consent Calendar for additional clarification of action.

- 1. APPROVAL OF DRAFT MINUTES FOR THE REGULAR MEETING OF OCTOBER 19, 2017**
- 2. APPROVE WARRANT REGISTER FOR SEPTEMBER 2017 (EXHIBIT A)**
- 3. APPROVE MONTHLY FINANCIAL REPORT FOR SEPTEMBER 2017 (EXHIBIT A)**

MINUTES OF THE 851st MEETING

BOARD OF TRUSTEES Orange County Mosquito and Vector Control District

TIME: 3:00 P.M. October 19, 2017

PLACE: 13001 Garden Grove Blvd., Garden Grove, CA 92843

PRESIDENT:	Barbara Kogerman	Laguna Hills
VICE-PRESIDENT:	Lucille Kring	Anaheim
SECRETARY:	Cheryl Brothers	Fountain Valley

TRUSTEES PRESENT:

Aliso Viejo	Phillip Tsunoda	Los Alamitos	Warren Kusumoto
Anaheim	Lucille Kring	Mission Viejo	Dave Leckness
Brea	Cecilia Hupp	Newport Beach	Scott Peotter
Costa Mesa	Sandra Genis	Placentia	Craig Green
Dana Point	Richard Viczorek	Rancho Santa Margarita	April Josephson
Fountain Valley	Cheryl Brothers	San Clemente	Jim Dahl
Fullerton	Jennifer Fitzgerald	San Juan Capistrano	Pam Patterson
Garden Grove	Stephanie Klopfenstein	Santa Ana	Cecilia Aguinaga
Irvine	Lynn Schott	Seal Beach	Sandra Massa-Lavitt
La Habra	James Gomez	Stanton	Al Ethans
La Palma	Marshall Goodman	Tustin	Letitia Clark
Laguna Beach	Toni Iseman	Villa Park	Bill Nelson
Laguna Niguel	John Mark Jennings	Westminster	Sergio Contreras
Laguna Woods	Shari Horne	Yorba Linda	Peggy Huang
Lake Forest	Scott Voigts	County of Orange	Lilly Simmering

TRUSTEES ABSENT:

Buena Park	Michael Davis	Laguna Hills	Barbara Kogerman
Cypress	Stacy Berry	Orange	Mike Alvarez
Huntington Beach	Mike Posey		

*Trustees Davis, Berry, Posey, Kogerman, and Alvarez had an Excused Absence

OTHERS PRESENT:

Rick Howard, District Manager
Robert Cummings, Director of Scientific Technical Services
Wendy Goodson, Director of Administrative Services
Larry Shaw, Director of Operations
Lora Young, Director of Communications
Tawnia Pett, Executive Assistant/Clerk of the Board
Dana Zamora, Operations Specialist
Alan Burns, District Counsel

A. Opening:

1. **Call the Business Meeting to Order:** Vice-President Kring called the meeting to order at 3:00 P.M.
2. **Pledge of Allegiance:** Vice-President Kring asked Trustee Tsunoda to lead the Pledge of Allegiance.
3. **Roll Call:** Roll call indicated 27 Trustees were present with Trustees Hupp, Iseman, and Huang arriving late to bring the total to 30 out of the current Board membership of 35.
4. **Late/Other Communications: None**

B. Public Comments: None**C. Presentations:**

1. Trustee Simmering, representing the Orange County Board of Supervisors, presented the District with a certificate recognizing the District's 70 years of service to Orange County
2. Irwin Bornstein, CPA, Gave a draft presentation of the District's Reserve Analysis

D. OCMVCD Committee Reports to the Board of Trustees:

1. Building, Property, and Equipment Committee: Committee Chair Green reported that the committee approved following the staff recommendation for agenda item F.1. The committee also requested that the District bring in a consultant to speak with staff and the committee on the property needs of the District for a 5, 10, 15 year outlook in terms of growth; can the District accommodate the growth here or by moving.
2. Budget and Finance Committee: Committee Chair Nelson reported that the committee recommended approving agenda item E.5.
3. Public Relations Committee: Committee Chair Berry was absent, so Committee Member Josephson reported that the committee reviewed a draft for a decorative car wrap for the new communications vehicle. The committee was also updated on the Deadliest Predator campaign.

E. Consent Calendar: Items for Approval by General Consent

On motion from Trustee Voigts, seconded by Trustee Gomez, and passed by unanimous vote, the Board of Trustees approved Consent Calendar Items E.2 through E.6. Agenda Item E.1 was passed by majority vote due to absences at the previous Board Meeting (Abstained: Trustees Fitzgerald, Klopfenstein, Jennings, Ethans, and Simmering).

Ayes: Trustees Tsunoda, Kring, Hupp, Genis, Viczorek, Brothers, Fitzgerald, Klopfenstein, Schott, Gomez, Goodman, Iseman, Jennings, Horne, Voigts, Kusumoto, Leckness, Peotter, Green, Josephson, Dahl, Patterson, Aguinaga, Massa-Lavitt, Ethans, Clark, Nelson, Contreras, Huang, and Simmering.

Noes: None.

Abstained: None.

Absent: Trustees Davis, Berry, Posey, Kogerman, and Alvarez.

1. **Approval of Minutes:** Approved, without reading, the Minutes of the 850th Meeting of the Board of Trustees held September 21, 2017.
2. **Warrant Register for August 2017: (Exhibit A)** Received and filed.
3. **Approved Monthly Financial Report for August 2017: (Exhibit A)** Received and filed.
4. **Authorized Signing of Cooperative Agreement with the California Department of Public Health: (Exhibit A)** Authorized District Manager to sign the Cooperative Agreement with the California Department of Public Health.

5. **Authorized Purchase of Two Replacement Fleet Vehicles from Elk Grove Auto/Winner Chevrolet in the Amount of \$54,560: (Exhibit A)** Approved the purchase of two replacement 2018 4X2 Chevrolet Traverse SUVs from Elk Grove Auto/Winner Chevrolet for a total cost of \$54,560, Pursuant to the California Statewide Commodity Contract 1-16-23-20D.
 6. **Authorized Travel to the Recirculating Aquaculture Systems (RAS) Technology Workshop in Davis, CA:** Authorized District Assistant Biologist Saba to attend the Recirculating Aquaculture Systems in Davis, CA and authorized travel expenses of approximately \$1,700.
- F. **Business and Action Items:**
1. **Reviewed Three Submitted Bids for the Haster Business Park Heating and Air Conditioning Project Involving the Replacement of Four Defunct Air Conditioning/Heating Units and Installation of Six New Air Conditioning/Heating Units with New Ducting as Outlined in the General Scope of Work: (Exhibit A, B, C, D, E)** On motion by Trustee Green, seconded by Trustee Aguinaga, the Board of Trustees unanimously approved accepting the lowest offered bid from Western Air Conditioning Co. to perform the HVAC replacement/installation activities at the Haster Business Park as outlined in the general scope of work.

Ayes: Trustees Tsunoda, Kring, Hupp, Genis, Viczorek, Brothers, Fitzgerald, Klopfenstein, Schott, Gomez, Goodman, Iseman, Jennings, Horne, Voigts, Kusumoto, Leckness, Peotter, Green, Josephson, Dahl, Patterson, Aguinaga, Massa-Lavitt, Ethans, Clark, Nelson, Contreras, Huang, and Simmering.

Noes: None.

Abstained: None.

Absent: Trustees Davis, Berry, Posey, Kogerman, and Alvarez.
 2. **Voted for MVCAC Southern Region Trustee Representative: (Exhibit A, B, C)** On motion from Trustee Voigts, seconded by Trustee Contreras, the Board of Trustee unanimously approved voting for Cheryl Brothers for MVCAC Southern Region Trustee Representative.

Ayes: Trustees Tsunoda, Kring, Hupp, Genis, Viczorek, Brothers, Fitzgerald, Klopfenstein, Schott, Gomez, Goodman, Iseman, Jennings, Horne, Voigts, Kusumoto, Leckness, Peotter, Green, Josephson, Dahl, Patterson, Aguinaga, Massa-Lavitt, Ethans, Clark, Nelson, Contreras, Huang, and Simmering.

Noes: None.

Abstained: None.

Absent: Trustees Davis, Berry, Posey, Kogerman, and Alvarez.
 3. **Discuss Nomination for LAFCO Redevelopment Agency Oversight Board: (Exhibit A)** After discussion, no motion was put forth to nominate a candidate from the Board of Trustees. Trustee Aguinaga showed interest in the position and said she would talk to District Manager Howard about the position. No formal motion was made by the board to nominate a candidate.
- G. **Informational Items Only (NO ACTION NECESSARY):**
1. **Staff Presentation:** Director of Scientific Technical Services Cummings gave an update on the recent vector activity in Orange County.
 2. **Trustee Terms to Expire January 1, 2018:** Received and filed.
 3. **Report of District Activities:** Received and filed.

H. **President's Report and Trustee Comments:**

1. Vice-President Kring asked Staff to make a pamphlet with the size of mosquito bite reactions on them for reference.
2. Trustee Schott asked Staff to make notices for dog heartworm to be distributed to veterinarians, animal control centers and shelters. Trustee Hupp asked for larger notices to be made for dog parks.

I. **District Manager's Report: None**

J. **District Legal Counsel Report: None**

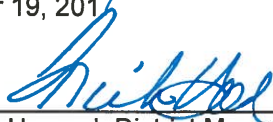
K. **Correspondence:** Staff reports from CSDA Annual Conference in September.

L. **Future Agenda Items: None**

M. **Adjournment:**

1. Vice-President Kring adjourned the meeting at 3:48 p.m. to the next regularly scheduled meeting on Thursday, November 16, 2017

I certify that the above minutes substantially reflect the actions taken by the Board of Trustees at its meeting held October 19, 2017



Richard Howard, District Manager

Approved as written and/or corrected by the Board of Trustees at its _____

_____ meeting held _____

ATTEST: _____
Cheryl Brothers, Secretary



ORANGE COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT

November 16, 2017

AGENDA REPORT

AGENDA ITEM # E.2

Prepared By: Terry Pospisil, Accounting Specialist
Submitted By: Rick Howard, District Manager

Agenda Title:

Warrant Register for September 2017

Recommended Action:

Receive and file.

Executive Summary:

Receive and file payment of warrant register (**Exhibit A**) dated October 19, 2017 for \$610,064.05 as presented by in-house check runs dated September 6, 14, and 27, 2017.

Fiscal Impact:

Amount Requested \$ N/A

Sufficient Budgeted Funds Available:

Category: Pers. Optg. Cap. -or- CIP# Fund#

Previous Relevant Board Actions for This Item:

Exhibits:

Exhibit A: September Warrant Report

ORANGE COUNTY MOSQUITO & VECTOR CONTROL DISTRICT

REGISTER OF DEMANDS

OCTOBER 19, 2017

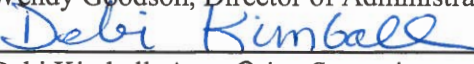
ACCOUNTS PAYABLE REGISTER

A/P Check Run Date 09/06/2017	30,292.43
A/P Check Run Date 09/14/2017	144,090.47
A/P Check Run Date 09/27/2017	140,743.79
Medicare Premium Allow. Reimb. (Oct) 09/27/2017	1,783.27
Retiree Medical Allow. Reimb. (Oct) 09/27/2017	3,008.60
Trustee-in-Lieu (Sep) 09/27/2017	3,000.00
P/R CalPERS Retirement 09/27/17	65,443.57
P/R CalPERS1 Health Remittance 09/27/17	67,162.60
P/R EDD Remittance 09/27/17	20,328.36
P/R EE ASSOC Remittance 09/27/17	1,635.00
P/R ICMA Remittance 09/27/17	35,868.90
P/R IRS Remittance 09/27/17	75,893.25
P/R Nationwide Remittance 09/27/17	8,130.00
P/R STATE DISBURSEMENT 09/27/17	1,677.04
P/R TASC Remittance 09/27/17	4,484.56
P/R PARS Remittance 09/27/17	6,522.21
TOTAL	610,064.05

I hereby certify that the claims or demands covered by the foregoing listed warrants have been audited as to accuracy and availability of funds for payment thereof. Subscribed and sworn on this nineteenth day of October 2017, by:



Wendy Goodson, Director of Administrative Services



Debi Kimball, Accounting Supervisor



Terry Pospisil, Accounting Specialist

Accounts Payable

Checks by Date - Summary by Check Date

User: tposipil
 Printed: 11/7/2017 6:55 AM



O.C. MOSQUITO AND VECTOR CONTROL DISTRICT
 13001 GARDEN GROVE BLVD.
 GARDEN GROVE, CA 92843

Check No	Vendor No	Vendor Name	Check Date	Check Amount
21096	SANTA AN	City of Santa Ana	09/06/2017	300.00
21097	VETERANS	Veterans Communication Services, Inc.	09/06/2017	29,992.43
Total for 9/6/2017:				30,292.43
ACH	JOZAN	Martine Jozan-Work	09/14/2017	1,020.83
21098	livescan	A Livescan Center OC Inc.	09/14/2017	17.00
21099	AAA	AAA Electric Motor Sales & Service, Inc.	09/14/2017	803.08
21100	ADAPCO	ADAPCO, INC.	09/14/2017	19,205.36
21101	AIRGAS	AIRGAS USA, LLC	09/14/2017	4,314.77
21102	ALL STAR	All Star Glass, Inc.	09/14/2017	357.28
21103	AT T	AT T	09/14/2017	203.12
21104	COMM LAB	Barrios & Associates, LLC	09/14/2017	9,000.00
21105	BEL-AIR	Bel-Air Shells	09/14/2017	85.00
21106	BIO QUIP	Bio Quip Products	09/14/2017	29.44
21107	BORNS	Irwin B. Bornstein	09/14/2017	2,093.75
21108	CalPERS2	CalPERS Educational Forum	09/14/2017	399.00
21109	COSTCO	Capital One National Association	09/14/2017	134.68
21110	QLAN	CBE Office Solutions	09/14/2017	405.00
21111	SPECTRUM	Charter Communications Holdings, LLC	09/14/2017	2,201.78
21112	CHEM	Chem Service Inc.	09/14/2017	58.60
21113	CISION	Cision US Inc.	09/14/2017	8,990.00
21114	CLARKE	Clarke Mosquito Control Prod Inc.	09/14/2017	4,045.72
21115	FEDEX	Federal Express Corp.	09/14/2017	50.33
21116	FEED	Feed Barn	09/14/2017	20.99
21117	GK	G & K Services	09/14/2017	4,053.24
21118	GENESEE	Genesee Scientific Corporation	09/14/2017	431.48
21119	GFS	Governmental Financial Services	09/14/2017	6,480.00
21120	HARPER	Harper & Burns, LLP	09/14/2017	3,978.20
21121	IRON	Iron Mountain Records Mgmt, Inc.	09/14/2017	144.60
21122	BHI	Brent H. Ives	09/14/2017	2,798.81
21123	JACOT	Jacot Plumbing Inc.	09/14/2017	593.50
21124	JUST	JUST TIRES	09/14/2017	851.72
21125	ALARM	Thomas E. Kindschi	09/14/2017	270.00
21126	KWEST	K'WEST Printing	09/14/2017	18,744.69
21127	LAMPIRE	Lampire Biological Laboratories, Inc.	09/14/2017	70.75
21128	LIFE	Life Technologies	09/14/2017	1,269.19
21129	MACRES	Macres Florist	09/14/2017	75.37
21130	MARTIN D	Daniel Martinez	09/14/2017	575.00
21131	MCFADDEN	McFadden-Dale Industrial Hardware, LLC	09/14/2017	56.46
21132	OCCP	Occupational Health Ctrs of CA	09/14/2017	184.50
21133	OCCJ	Orange Coast Chrysler Jeep	09/14/2017	536.89
21134	OC FIRE	Orange County Fire Protection	09/14/2017	150.00
21135	ORVAC	ORVAC ELECTRONICS	09/14/2017	232.28
21136	PR	P & R Paper Supply Company, Inc.	09/14/2017	525.47
21137	PAETEC	PAETEC	09/14/2017	2,833.31
21138	PCMG	PCMG, Inc.	09/14/2017	1,704.21

Check No	Vendor No	Vendor Name	Check Date	Check Amount
21139	PRAXAIR	Praxair Distribution, Inc	09/14/2017	1,205.59
21140	PROFORMA	Proforma Surf City Promo	09/14/2017	475.67
21141	GG DISP	Republic Waste Svcs of So. Calif., LLC	09/14/2017	1,096.80
21142	S & R	S & R A/C And Heating, Inc.	09/14/2017	549.28
21143	VGI	Steven D. Salas	09/14/2017	1,917.00
21144	SCHORR	Schorr Metals	09/14/2017	49.54
21145	Sea Life	Sea Life Designs, Inc.	09/14/2017	285.11
21146	SHERWIN	Sherwin Williams	09/14/2017	180.58
21147	SCG	Southern Calif. Gas Co.	09/14/2017	36.21
21148	SPARK	Sparkletts	09/14/2017	319.85
21149	SPEX	SPEX SAMPLE PREP, LLC	09/14/2017	1,061.40
21150	MISSION	James T. Spillers	09/14/2017	75.88
21151	DOJ	State of California	09/14/2017	49.00
21152	Aerial	TeamBuilders, Inc.	09/14/2017	24,286.00
21153	OCREGNOT	The O. C. Register	09/14/2017	786.00
21154	TOLL	The Toll Roads Violation Dept.	09/14/2017	7.04
21155	TRUCPAR	Truck & Auto Supply, Inc.	09/14/2017	2,310.72
21156	VILLA	Villa Ford	09/14/2017	27.58
21157	VWR	VWR International LLC	09/14/2017	244.39
21158	DIEHL	White Nelson Diehl Evans LLP	09/14/2017	8,300.00
21159	XEROX	Xerox Corporation	09/14/2017	831.43
Total for 9/14/2017:				144,090.47
ACH	AGUINAGA	X. Cecilia Aguinaga	09/27/2017	100.00
ACH	BERRY	Stacy Berry	09/27/2017	100.00
ACH	BROTHERS	Cheryl Brothers	09/27/2017	100.00
ACH	CONTRERA	Sergio Contreras	09/27/2017	100.00
ACH	DAVIS	Michael Davis	09/27/2017	100.00
ACH	GENIS	Sandra L. Genis	09/27/2017	100.00
ACH	GOODMAN	Marshall Goodman	09/27/2017	100.00
ACH	GREEN C	Craig S. Green	09/27/2017	100.00
ACH	HORNE	Shari Lucas Horne	09/27/2017	100.00
ACH	HUANG	Peggy Huang	09/27/2017	100.00
ACH	HUPP	Cecilia T. Hupp	09/27/2017	100.00
ACH	JOSEPH	April Josephson	09/27/2017	100.00
ACH	KOGERMAN	Barbara D. Kogerman	09/27/2017	100.00
ACH	KRING	Lucille Kring	09/27/2017	100.00
ACH	NELSON B	William E. Nelson	09/27/2017	100.00
ACH	PATTER	Pam Patterson	09/27/2017	100.00
ACH	PEOTTER	Scott Peotter	09/27/2017	100.00
ACH	SCHOTT	Lynn Schott	09/27/2017	100.00
ACH	TSUNODA	Phillip B. Tsunoda	09/27/2017	100.00
ACH	BENNETT	Stephen Bennett	09/27/2017	234.05
ACH	EDISON	SUZANNE R. EDISON	09/27/2017	242.00
ACH	Goedhart	Gerard Goedhart	09/27/2017	234.05
ACH	HEARST	Michael Hearst	09/27/2017	434.05
ACH	Huff	Robert Huff	09/27/2017	234.05
ACH	KELLER	JUSTINE KELLER	09/27/2017	99.27
ACH	KOENIG	Steve Koenig	09/27/2017	234.05
ACH	MCCARTY	Danny McCarty	09/27/2017	234.05
ACH	MONTANI	Karen Montani	09/27/2017	75.54
ACH	PARSONS	John Parsons	09/27/2017	234.05
ACH	REES	EARL REES	09/27/2017	209.80
ACH	Rehders	Renee Rehders	09/27/2017	234.05
ACH	REINIG	Allyson Reinig	09/27/2017	234.05
ACH	Reynolds	Thomas Reynolds	09/27/2017	46.12

Check No	Vendor No	Vendor Name	Check Date	Check Amount
ACH	SIPE	Russell Sipe	09/27/2017	234.05
ACH	CALPERS	Calif. Public Employees' Retirement	09/27/2017	65,443.57
ACH	CalPERS1	CalPERS	09/27/2017	67,162.60
ACH	EDD	Employment Development Dept.	09/27/2017	20,328.36
ACH	EEASSOC	OCVCD Employee Association	09/27/2017	1,635.00
ACH	ICMA	ICMA	09/27/2017	35,868.90
ACH	IRS	Internal Revenue Service	09/27/2017	75,893.25
ACH	NATION	Nationwide Retirement Solutions	09/27/2017	8,130.00
ACH	STATE	STATE DISBURSEMENT UNIT	09/27/2017	1,677.04
ACH	TASC	Total Administrative Services Corp.	09/27/2017	4,484.56
ACH	USB	U.S. Bank N.A. Minnesota	09/27/2017	6,522.21
21180	FM	F M CREDIT CARD	09/27/2017	6,381.67
21181	ZEP	Acuity Specialty Products, Inc.	09/27/2017	177.92
21182	ADAPCO	ADAPCO, INC.	09/27/2017	48,255.62
21183	AQUA	AquaSolver, LLC	09/27/2017	540.00
21184	AT T	AT T	09/27/2017	183.40
21185	AT T FAX	AT T	09/27/2017	298.24
21186	COSTCO	Capital One National Association	09/27/2017	153.38
21187	GG WATER	City of Garden Grove	09/27/2017	852.11
21188	COLONIAL	Colonial Life & Accident Insurance Co	09/27/2017	457.22
21189	CROWN	Crown Maintenance	09/27/2017	215.00
21190	DRAKE	John Drake	09/27/2017	150.00
21191	ESRI	Environ. System Research Inst. Inc.	09/27/2017	8,872.60
21192	GK	G & K Services	09/27/2017	1,839.14
21193	GEIGER	GEIGER	09/27/2017	10,670.09
21194	GRAINGER	Grainger	09/27/2017	36.70
21195	GRIFFIN	Griffin Hardware Company	09/27/2017	17.22
21196	Guard	Guardian - Appleton	09/27/2017	12,694.81
21197	HOME DEP	Home Depot Credit Services	09/27/2017	2,284.90
21198	IDW	IDW LLC	09/27/2017	135.50
21199	HVAC	J & K Thomas Enterprises, Inc.	09/27/2017	574.00
21200	KWEST	K'WEST Printing	09/27/2017	3,599.92
21202	LIFE	Life Technologies	09/27/2017	5,697.56
21203	MACRES	Macres Florist	09/27/2017	60.00
21204	MCFADDEN	McFadden-Dale Industrial Hardware, LLC	09/27/2017	71.91
21205	NBF	National Business Furniture	09/27/2017	2,773.91
21206	OFFICE	OFFICE DEPOT, INC.	09/27/2017	1,163.33
21207	OLIVAS	Teresa Olivas	09/27/2017	75.41
21208	OREILLY	O'Reilly Auto Enterprises, LLC	09/27/2017	2,024.40
21209	AQUATIC	Pentair Aquatic Eco-Systems Inc.	09/27/2017	256.92
21210	PRAXAIR	Praxair Distribution, Inc	09/27/2017	849.26
21211	PARS	Public Agency Retirement Svcs	09/27/2017	300.00
21212	RECORDS	Records Systems Associates, Inc.	09/27/2017	8,058.82
21213	S & R	S & R A/C And Heating, Inc.	09/27/2017	2,059.81
21214	SCHORR	Schorr Metals	09/27/2017	6.03
21215	SMART	Smart & Final Stores Corp	09/27/2017	325.11
21216	SPRAYING	Spraying Systems Co.	09/27/2017	563.26
21217	STAPLES	Staples Business Advantage	09/27/2017	3,501.65
21218	AMAZON	SYNCB/AMAZON	09/27/2017	2,035.28
21219	TARGET	Target Specialty Products	09/27/2017	10,199.25
21220	TOYOTAGG	Toyota Place	09/27/2017	409.10
21221	VSP	Vision Service Plan	09/27/2017	1,073.70
21222	VWR	VWR International LLC	09/27/2017	636.94
21223	WOODRUFF	Woodruff Spradlin & Smart	09/27/2017	446.75
Total for 9/27/2017:				433,236.56

Check No	Vendor No	Vendor Name	Check Date	Check Amount
21160	ALVAREZ	Michael Alvarez	09/28/2017	100.00
21161	CLARK	Letitia Clark	09/28/2017	100.00
21162	DAHL	Jim Dahl	09/28/2017	100.00
21163	GOMEZ	James Gomez	09/28/2017	100.00
21164	ISEMAN	Toni Iseman	09/28/2017	100.00
21165	KUSUMOTC	Warren Kusumoto	09/28/2017	100.00
21166	LECKNESS	Dave Leckness	09/28/2017	100.00
21167	MASSA-LA	Sandra Massa-Lavitt	09/28/2017	100.00
21168	POSEY	Mike Posey	09/28/2017	100.00
21169	VICZOREK	Richard Viczorek	09/28/2017	100.00
21170	VOIGTS	Scott Voigts	09/28/2017	100.00
21171	ABBE	ROGER ABBE	09/28/2017	46.12
21173	CAMPBELL	JAMES CAMPBELL	09/28/2017	99.27
21174	DAIKER	John Daiker	09/28/2017	230.80
21175	EVER	GARY EVERINGHAM	09/28/2017	104.90
21176	LACHANCE	Glenn LaChance	09/28/2017	214.00
21177	LOUGHNER	LINDA LOUGHNER	09/28/2017	111.00
21178	NEWMAN	ERLE NEWMAN	09/28/2017	304.45
21179	Velten	Robert K. Velten	09/28/2017	234.05
Total for 9/28/2017:				2,444.59
Report Total (171 checks):				610,064.05



ORANGE COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT

November 16, 2017

AGENDA REPORT

AGENDA ITEM # E.3

Prepared By: Debi Kimball, Accounting Supervisor
Submitted By: Rick Howard, District Manager

Agenda Title:

Monthly Financial Report for September 2017

Recommended Action:

Receive and file.

Executive Summary:

Accept for inclusion as **Exhibit A**, the Orange County Mosquito and Vector Control District Monthly Financial Report for September 2017.

Fiscal Impact:

Amount Requested \$ N/A

Sufficient Budgeted Funds Available:

Category: Pers. Optg. Cap. -or- CIP# Fund#

Previous Relevant Board Actions for This Item:

Exhibits:

Exhibit A: Monthly Financial Report for September 2017

Orange County Mosquito and Vector Control District
Monthly Financial Report
Month Ending September 30, 2017

Fund No.	Fund	Cash Balance 8/31/2017	Revenue	Expenditures	Transfers	Accrual Adjustment	Cash Balance 9/30/2017	Cash Balance 9/30/2016
10	Operating	7,181,789	135,097	630,931	-	50,982	6,736,937	4,608,104
20	Vehicle Replacement	597,140	-	-	-	-	597,140	525,561
30	Liability Reserve	460,389	-	-	-	-	460,389	457,878
40	Equipment Replacement	455,337	-	-	-	-	455,337	368,865
50	Emergency Vector Control	1,151,399	-	-	-	-	1,151,399	1,145,119
60	Facility Improvement	1,519,306	22,766	4,970	-	-	1,537,102	1,300,468
70	Habitat Remediation	185,668	-	-	-	-	185,668	186,527
75	Environmental Fund	4,171	-	-	-	7,893	12,064	12,064
90	Retiree Medical Insurance	138,167	2,217	13,206	-	3,213	130,391	129,556
95	Retirement Contingency	1,060,542	-	-	-	-	1,060,542	1,054,931
99	Payroll Clearing	367,070	-	-	-	(414,948)	(47,878)	262,458
		\$ 13,120,977	\$ 160,080	\$ 649,107	\$ -	\$ (352,860)	\$ 12,279,090	\$ 10,051,530

Cash Reconciliation		
California LAIF	9,946,533	1.11%
O.C. Treasurer	1,638,401	1.09%
F&M Checking	411,299	n/a
Payroll Checking	171,253	n/a
F&M HBP	101,604	0.05%
Petty Cash - Checking	10,000	n/a
Cash and Investments	\$ 12,279,090	

Note: The PARS OPEB Trust has a balance of \$2,970,306 as of 8/31/2017 (the most recent information available). These monies are held in an irrevocable trust and are to be used exclusively for retiree medical payments.


Wendy Goodson
Director of Administrative Services


Debi Kimball
Accounting Supervisor

Monthly Cash Flow

Month	Revenue	Expenditures	Transfers	Accrual Adjustment	Monthly Cash Flow	F/Y '16-'17 Comparison
July	\$ 26,926	\$ 1,430,349	\$ -	\$ (126,421)	\$ (1,529,844)	\$ (1,481,319)
August	\$ 62,352	\$ 1,451,952	\$ -	\$ 367,390	\$ (1,022,210)	\$ (1,026,205)
September	\$ 160,080	\$ 649,107	\$ -	\$ (352,860)	\$ (841,887)	\$ (803,854)
October	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (686,253)
November	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 604,556
December	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,580,932
January	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (156,097)
February	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (677,930)
March	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (64,115)
April	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,577,531
May	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (878,726)
June	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (678,760)
Total YTD	\$ 249,358	\$ 3,531,408	\$ -	\$ (111,891)	\$ (3,393,941)	\$ 2,309,760

Revenues: 25% of Fiscal Year

Year to Date			
10-Operating Fund	Annual Budget	Actual	Percentage
Property Taxes	5,631,000	156,844	2.8%
1996 Benefit Assessment	1,551,000	198	0.0%
2004 Benefit Assessment	5,669,600	271	0.0%
Interest and Concessions	70,000	3,055	4.4%
Miscellaneous	15,000	-	0.0%
Pass thru Money	400,000	-	0.0%
Rent for Cell Sites	26,600	6,710	25.2%
VCJPA Pooled Services	100,000	-	0.0%
CDPH - CA State Grant	138,000	-	0.0%
Charges for Services	70,000	3,697	5.3%
	\$ 13,671,200	\$ 170,775	1.2%

*The major distributions of property tax and benefit assessments occur in four installments: December, January, April, and May.

No.	Other Funds	Budget	Actual	Percentage
20	Vehicle Replacement	20,000	-	0.0%
30	Liability Reserve	4,500	-	0.0%
40	Equipment Replacement	3,500	-	0.0%
50	Emergency Vector Control	11,500	-	0.0%
60	Facility Improvement	286,500	71,286	24.9%
90	Retiree Medical Insurance	174,000	7,297	4.2%
95	Retirement Contingency	7,500	-	0.0%
	Total Revenue	\$ 14,178,700	\$ 249,358	1.8%

Expenditures: 25% of Fiscal Year

No.	Program	Budget	Actual	Percentage
110	Trustees	54,950	8,831	16.1%
120	District Manager	383,360	78,462	20.5%
130	Legal Services	130,000	12,744	9.8%
140	Non-Departmental	279,800	84,595	30.2%
	Executive	\$ 848,110	\$ 184,632	21.8%
210	Administrative Services	820,210	185,628	22.6%
220	Insurance	712,500	671,560	94.3%
	Administrative Services	\$ 1,532,710	\$ 857,188	55.9%
310	Technical Services	1,592,310	332,084	20.9%
	Scientific Technical Services	\$ 1,592,310	\$ 332,084	20.9%
410	Field Operations	6,944,900	1,539,975	22.2%
430	Vehicle Maintenance	774,440	135,951	17.6%
440	Building Maintenance	220,030	39,427	17.9%
	Operations	\$ 7,939,370	\$ 1,715,353	21.6%
510	Public Information	828,080	188,103	22.7%
520	Information Technology	675,700	162,466	24.0%
530	Public Service	155,920	31,290	20.1%
	Public Information	\$ 1,659,700	\$ 381,859	23.0%
	Total Operating Fund Expenditure:	\$ 13,572,200	\$ 3,471,116	25.6%
20	Vehicle Replacement	-	-	0.0%
30	Liability Reserve	-	-	0.0%
40	Equipment Replacement	-	-	0.0%
50	Emergency Vector Control	-	-	0.0%
60	Facility Improvement	547,500	8,485	1.5%
70	Habitat Remediation	-	-	0.0%
75	Environmental	-	-	0.0%
90	Retiree Medical Insurance	174,000	51,807	29.8%
95	Retirement Contingency	-	-	0.0%
	Total Other Funds	\$ 721,500	\$ 60,292	8.4%
	Total Expenditures	\$ 14,293,700	\$ 3,531,408	24.7%

* Finance Records Retention Project

* Annual Workers Comp, Liability & Property Insurance

Local Agency Investment Fund
 P.O. Box 942809
 Sacramento, CA 94209-0001
 (916) 653-3001

www.treasurer.ca.gov/pmia-laif/laif.asp
 October 20, 2017

ORANGE COUNTY VECTOR CONTROL DISTRICT

DIRECTOR OF ADMINISTRATIVE SERVICES
 13001 GARDEN GROVE BLVD
 GARDEN GROVE, CA 92843

PMIA Average Monthly Yields

Account Number:

Tran Type Definitions

September 2017 Statement

Effective Transaction Tran Confirm

Date	Date	Type	Number	Authorized Caller	Amount
9/1/2017	8/30/2017	RW	1547154		-1,000,000.00

Account Summary

Total Deposit:	0.00	Beginning Balance:	10,946,533.33
Total Withdrawal:	-1,000,000.00	Ending Balance:	9,946,533.33



COUNTY OF ORANGE
OFFICE OF THE TREASURER-TAX COLLECTOR
 Shari L. Freidenrich, CPA, CCMT, CPFA, ACPFIM
 P. O. BOX 4515
 SANTA ANA, CA 92702-4515

ocgov.com/ocinvestments
 September 30, 2017

ORANGE COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT

Attn: Richard Howard, District Manager
 13001 Garden Grove Blvd.
 Garden Grove, CA 92843

Monthly Apportionment Gross Yield: 1.146%
 Administration Fee: -0.060%
 Monthly Apportionment Net Yield: 1.086%

Fund Number :

SEPTEMBER 2017 STATEMENT

CASH IN TREASURY

Transactions

Transaction Date	Transaction Description	Tran Type	Authorized Signer	Amount
09/01/17	August 2017 Admin Fee	AF		\$ (83.42)
09/20/17	August 2017 Interest	IN		\$ 1,548.49

Summary

Total Deposit:	\$ 1,548.49	Beginning Balance:	\$ 1,636,935.75
Total Withdrawal:	\$ (83.42)	Ending Balance:	\$ 1,638,400.82

ACCRUED INVESTMENT INCOME

Transactions

Transaction Date	Transaction Description	Tran Type	Authorized Signer	Amount
09/20/17	August 2017 Interest	IN		\$ (1,548.49)
10/02/17	September 2017 Interest	IN		\$ 1,543.03

Summary

Total Accrual:	\$ 1,543.03	Beginning Balance:	\$ 1,548.49
Total Payment:	\$ (1,548.49)	Ending Balance:	\$ 1,543.03

F. BUSINESS AND ACTION ITEMS

- 1. CLASSIFICATION AND COMPENSATION STUDY FY 17/18 VENDOR APPROVAL
(EXHIBIT A, B, C, D, E)**
- 2. ADOPT RESOLUTION NO. 454 ESTABLISHING A FISCAL RESERVE POLICY
(EXHIBIT A, B, C)**



ORANGE COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT

November 16, 2017

AGENDA REPORT

AGENDA ITEM # F.1

Prepared By: Wendy Goodson, Director of Administrative Services
Submitted By: Rick Howard, District Manager

Agenda Title:

Classification and Compensation Study FY 17/18 Vendor Approval

Recommended Action:

That the Board of Trustees 1) Authorize the District Manager to enter into a contract with Koff & Associates in the amount of \$50,000 to conduct a comprehensive Classification and Compensation Study on behalf of the Orange County Mosquito and Vector Control District and 2) Authorize the District Manager to execute all contract documents.

Executive Summary:

During the preparation of the FY 2017-18 operating budget, staff discussed with the Policy and Personnel Committee the need to conduct a comprehensive Classification and Compensation Study (C&C).

Classification and Compensation Studies are utilized to study current labor markets and provide new information to determine whether the organization's pay structure is appropriate to the jobs being performed, or require modifications to jobs and or equity based upon organizational changes that may have taken place since job descriptions were last updated. The study will provide the board with a series of recommendations as to whether the organization's current compensation structure, policies and personnel practices are effective, or if they need to be updated and adjusted. The final report will provide an evaluation of current job classifications and job descriptions, and whether or not they are structured in such a way to efficiently carry out the duties of the positions. The study will help determine if new job classes, mergers of existing classes or the re-titling of classes as more appropriate descriptors of the work performed will be conducted. The final report will include a complete update of current job descriptions, salary ranges, recommendations, and equity bands.

It should be noted that the District has never had a complete C&C study performed in the past and industry best practices recommend that a C&C study or review occur every five years. The study will ensure that employees are working within their class and that the market is commensurate with the work performed.

Based upon the current schedule, it is anticipated that the C&C study will take approximately six months to complete, with a final report to be presented to the Board sometime in mid-2018.

Per the OCMVCD Purchasing Policy, the Request for Proposal (Exhibit A) was publicly posted. A total of four (4) bids (Exhibits B-E) were received and evaluated by the Administrative Services Department staff with Koff & Associates as the most qualified bid.

Fiscal Impact:

Amount Requested \$ 50,000

Sufficient Budgeted Funds Available: Yes - \$50,000

Category: Pers. Optg. X Cap. -or- CIP# Fund#

Previous Relevant Board Actions for This Item:

This project was included in the FY 2017-18 Fiscal Year budget adopted May 19, 2017

Exhibits:

Exhibit A: Request for Proposals – Classification Compensation Study 2017

Exhibit B: Koff & Associates – Response to RFP

Exhibit C: Hobson Consulting Services – Response to RFP

Exhibit D: Regional Government Services – Response to RFP

Exhibit E: Compensation Resources, Inc. – Response to RFP

ORANGE COUNTY MOSQUITO & VECTOR CONTROL DISTRICT

**REQUEST FOR PROPOSALS
(RFP)**

CLASSIFICATION AND COMPENSATION STUDY 2017

STANDARD INSTRUCTIONS TO VENDORS

August 11, 2017

I. INTRODUCTION

NOTICE IS HEREBY GIVEN THAT the Orange County Mosquito & Vector Control District (OCMVCD), Garden Grove, California, is seeking proposals from qualified firms to conduct a Classification and Compensation Study, as more thoroughly described below.

II. KEY EVENT DATES

Posting of RFP for Public View	August 11, 2017
Advertisement of RFP	August 11, 2017
RFP Open	August 21, 2017
Deadline for submissions of questions	September 14, 2017
Bid Close & Public Opening of Submitted Bids	September 20, 2017
Contract Award	October 19, 2017

III. OBTAINING REQUEST FOR PROPOSAL DOCUMENTS

Supplemental information requests may be obtained at the Orange County Mosquito & Vector Control District, 13001 Garden Grove Boulevard, Garden Grove, California, at no charge, from:

Liz Escobar		Terry Pospisil
Administrative Assistant		Accounting Specialist
eescobar@ocvcd.org	or	tpospasil@ocvcd.org
(714) 971-2421 Ext. 158		(714) 971-2421 Ext. 114

Questions regarding the proposal must be received in writing by September 14, 2017 and must be directed to:

Wendy Goodson
Director of Administrative Services
13001 Garden Grove Boulevard
Garden Grove, California 92843
wgoodson@ocvcd.org

V. PURPOSE

A. The intent of this Request for Proposal (RFP) is to obtain firm fixed price proposals from qualified firms that have significant experience conducting salary surveys and comparative analyses, preferably involving public agencies to:

- 1) Conduct an employee classification and compensation study of Orange County Mosquito and Vector Control District employees and;
- 2) Perform a thorough review of all current job descriptions, and if applicable, make recommendations for changes to those job descriptions; and
- 3) Based on that study, prepare recommendations for an updated classification and compensation plan for all affected employees.

VI. GENERAL INFORMATION

The Orange County Mosquito and Vector Control District is a special district governed by a Board of Trustees comprised of 35 members, of which 34 members are each appointed by the city they represent within the District, and one Board member is appointed by the Orange County Board of Supervisors and represents the unincorporated area of the County-at- Large. The District maintain a year-round operational control and disease surveillance program for mosquitos, rats, flies, and fire ants.

VII. INSURANCE REQUIREMENTS

A. Insurance Requirements:

The Awardee shall produce and maintain, for the duration of the contract, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder and the results of that work by the Awardee, his agents, representative, employees or subcontractors.

B. Insurance Coverages & Limits Required:

The Awardee shall maintain limits of insurance no less than:

- 1) Worker's Compensation : As required by the state of California Awardee shall provide a waiver of subrogation endorsement, under the terms of the workers' compensation insurance.

- 2) General Liability: **\$1,000,000** per occurrences for bodily injury, personal injury and property damage.
- 3) Automobile Liability: **\$1,000,000** per accident for bodily injury and property damage.
- 4) Professional Liability (Errors & Omissions): **\$2,000,000** per occurrence.

- All insurance requirements shall be submitted with Awardee's proposal.
- If Awardee maintains higher limits than the minimum shown above, OCMVCD shall be entitled to coverage at the higher limits maintained by the Awardees.
- The Orange County Mosquito and Vector Control District shall appear as an additional insured on all Certificates of Insurance and shall be provided with an additional insured endorsement on the general liability policy.
- All insurance to be provided by the Awardee shall be issued by a company authorized to do so in the State of California.

C. Substitutions

NO substitutions or cancelations are permitted after award without written approval by the Purchasing Agent.

D. Method of Payment

Contractor shall submit invoices in duplicate for each delivery, such statement to include detailed breakdown of all charges, and shall be based on completion of tasks or deliverables. Invoices shall be submitted to using departments. Upon acceptance of work, the District will render payment within forty-five (45) days of receipt of invoice.

E. Termination

Subject to the provisions below, the contract may be terminated by the District upon thirty (30) days advance written notice to the other party; but if any work or service hereunder is in progress, but not completed as of the date of termination, then the contract may be extended upon written approval of the District until said work or services are completed and accepted.

1) Termination for Convenience

In the event that this contract is terminated or canceled upon request and for the convenience of the District, without the required thirty (30) days advance written notice, then the District shall negotiate reasonable termination costs, if applicable

2) Termination for Cause

Termination by the District for cause, default or negligence on the part of the contractor shall be excluded from the foregoing provision; termination costs, if any, shall not apply. The thirty (30) days advance notice requirement is waived in the event of Termination for Cause.

VIII. SCOPE OF SERVICES

A classification and compensation study and analysis of the Orange County Mosquito and Vector Control District and competing industry. It is expected that the study will recommend adjustments and/or restructure to the District's job classification and compensation structure for affected positions.

As of June 30, 2017, the District had a total of sixty-five (65) full-time equivalent (FTE) staff and forty three (43) extra help staff for a total of one hundred eight (108) employees covering thirty seven (37) job classifications including the District Manager position. The District has one (1) salary schedule.

A. All proposals must be made on the basis of and either meeting or exceeding the requirements contained herein. Failure to provide any of the following requirements may be cause for proposal to be considered non-responsive and be rejected. All offerors must be able to provide, at a minimum:

- 1) Review and assess the district's current classifications, job descriptions and compensation plan for all professional and technical positions (affected positions) as of June 30, 2017.
- 2) Review and assess industry job classifications, job descriptions, compensation and related information.
- 3) Develop survey material, conduct surveys and coordinate survey collection with affected positions.
- 4) Complete internal salary relationship analyses including the development of appropriate internal salary relationship guidelines.
- 5) Update job classifications, job descriptions to reflect requirements such as essential functions, supervision exercised, minimum qualifications, exempt/non-exempt/confidential determinations pursuant to the Fair Labor Standards Act (FLSA) and applicable requirements in compliance with the Americans with Disabilities Act (ADA)
- 6) Coordinate and attend meetings throughout the process with District management to explain methodology, survey results, interpretations and clarifications.

- 7) Provide and present final classification and compensation plan/s including fiscal impact reports.
- 8) Provide proposed plan implementation support.

IV. REQUEST FOR PROPOSAL (RFP) SUBMISSION INSTRUCTIONS

All bids shall be submitted to the office of the Orange County Mosquito & Vector Control District located at 13001 Garden Grove Boulevard, Garden Grove, California. All proposals will be accepted until the hour of 3:00 P.M. on September 20, 2017. Late proposals will not be accepted. All bids must be received no later than the date and time specified. Electronically mailed or facsimile proposals will not be accepted. All bids must be delivered via U.S. mail, FedEx, UPS, or other delivery service, or by walk-in. This project shall be bid under the terms of the Contract Documents including this RFP and will be awarded on a fixed sum basis.

All proposals shall be accompanied by the mandatory insurance requirements as stated in Section VII of this PRF. All proposals must be mailed or delivered to:

Orange County Mosquito & Vector Control District
Attn: Administrative Services
13001 Garden Grove Boulevard
Garden Grove, California 92843.

All proposals must be clearly marked in the lower left corner of the envelope with the following information:

Classification and Compensation Study 2017
Due: Wednesday, September 20, 2017
SEALED PROPOSAL

Failure to do so may result in premature disclosure of your proposal and therefore disqualification of the bid. Any proposal received after the specified date shall be returned unopened. The District reserves the right to reject any and all proposals. The submittal of a submitted proposal does not guarantee a contract with the District.



September 20, 2017

Classification & Salary Study Proposal

Orange County Mosquito & Vector Control District

Submitted by:

Koff & Associates

GEORG S. KRAMMER
Chief Executive Officer

2835 Seventh Street
Berkeley, CA 94710
www.KoffAssociates.com

gkrammer@koffassociates.com

Tel: 510.658.5633

Fax: 510.652.5633



September 20, 2017

Ms. Wendy Goodson, Director
Administrative Services
Orange County Mosquito & Vector Control District
13001 Garden Grove Blvd.
Garden Grove, CA 92843

Dear Ms. Goodson:

Thank you for the opportunity to respond to your Request for Proposals for a Classification and Salary Study, which includes position review and evaluation, and compensation policy and plan design, for the Orange County Mosquito & Vector Control District ("District"). We are most interested in assisting the District with this important study and feel that we are uniquely qualified to provide value to your organization based on our experience working with other special districts, cities, counties, JPAs, and non-profit agencies throughout California, including several clients in Orange County.

Koff & Associates is an experienced Human Resources consulting firm that has been providing human resources consulting services to special districts, cities, counties, courts, and other public agencies for over thirty-three (33) years. The firm has achieved a reputation for working successfully with management, employees, and governing bodies. We believe in a high level of dialogue and input from study stakeholders and our proposal speaks to that level of effort. That extra effort has resulted in close to *100% implementation* of all of our classification and compensation studies.

Koff & Associates ensures that each of our projects is given the appropriate resources and attention, resulting in a high level of quality control, excellent communication between clients and our office, commitment to meeting timelines and budgets, and a consistently high-caliber work product.

As Chief Executive Officer of the firm, I would assume the role of Project Director and be responsible for the successful completion of this project. I can be reached at our Berkeley address and the phone number listed on the cover page. My email is gkrammer@koffassociates.com.

This proposal will remain valid for at least ninety (90) days from the date of submittal. Please call if you have any questions or wish additional information. We look forward to the opportunity to provide professional services to the Orange County Mosquito & Vector Control District.

Sincerely,

Georg S. Krammer
Chief Executive Officer



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Classification and Salary Study Proposal Orange County Mosquito & Vector Control District

PROPOSER QUALIFICATIONS

Koff & Associates ("K&A") is a public sector human resources consulting firm that was founded in 1984 by Gail Koff; K&A has been assisting cities, counties, special districts, other public agencies, and non-profit organizations with their classification and compensation needs for nearly thirty-four (34) years.

We are a private California corporation, #2785458, and our legal name is Kaneko & Krammer Corp. dba Koff & Associates. Our headquarters are in Berkeley, CA, and we have satellite offices in Southern California, the Central Valley, and the Sacramento Region. We are a California State-certified Small Business Enterprise and a locally certified Very Small Local Business Enterprise (through County of Alameda). We are also a certified Small Local Business (SLB) through the County of Alameda, and a DBE (Disadvantaged Business Enterprise).

We are familiar with the various public sector organizational structures, agency missions, operational and budgetary requirements, and staffing expectations. We have extensive experience working in both union and non-union environments (including service as the management representative in meet & confer and negotiation meetings), working with Boards of Directors, Boards of Trustees, Boards of Supervisors, Merit Boards, City Councils, County Commissions, and Joint Power Authorities.

The firm's areas of focus are classification and compensation studies (approximately 70% of our workload); organizational development/assessment studies; performance management and incentive compensation programs; development of strategic management tools; policy/procedure development and employee handbooks; training and development; executive search and staff recruitments; public agency consolidations and separations; Human Resources audits; and serving as off-site Human Resources Director for smaller public agencies that need the expertise of a Human Resources Director but do not need a full-time, on-site professional.

Without exception, all of our classification and compensation studies have successfully met all of our intended commitments; communications were successful with employees, supervisors, management, and union representatives; and we were able to assist each agency in successfully implementing our recommendations. All studies were brought to completion within stipulated time limits and proposed budgets.

Our long list of clients is indicative of our firm's reputation as being a quality organization that can be relied on for producing comprehensive, sound, and cost-effective recommendations and solutions. K&A has a reputation for being "hands on" with the ability and expertise to implement its ideas and recommendations through completion in both union and non-union environments.

K&A relies on our stellar reputation and the recommendations and referrals of past clients to attract new clients. Our work speaks for itself and our primary goal is to provide professional and technical consulting assistance with integrity, honesty and a commitment to excellence. We are very proud of the fact that we have never had any formal appeals, working with hundreds of public agency clients and completing hundreds of classification, compensation, organizational and other kinds of studies.



Classification and Salary Study Proposal Orange County Mosquito & Vector Control District

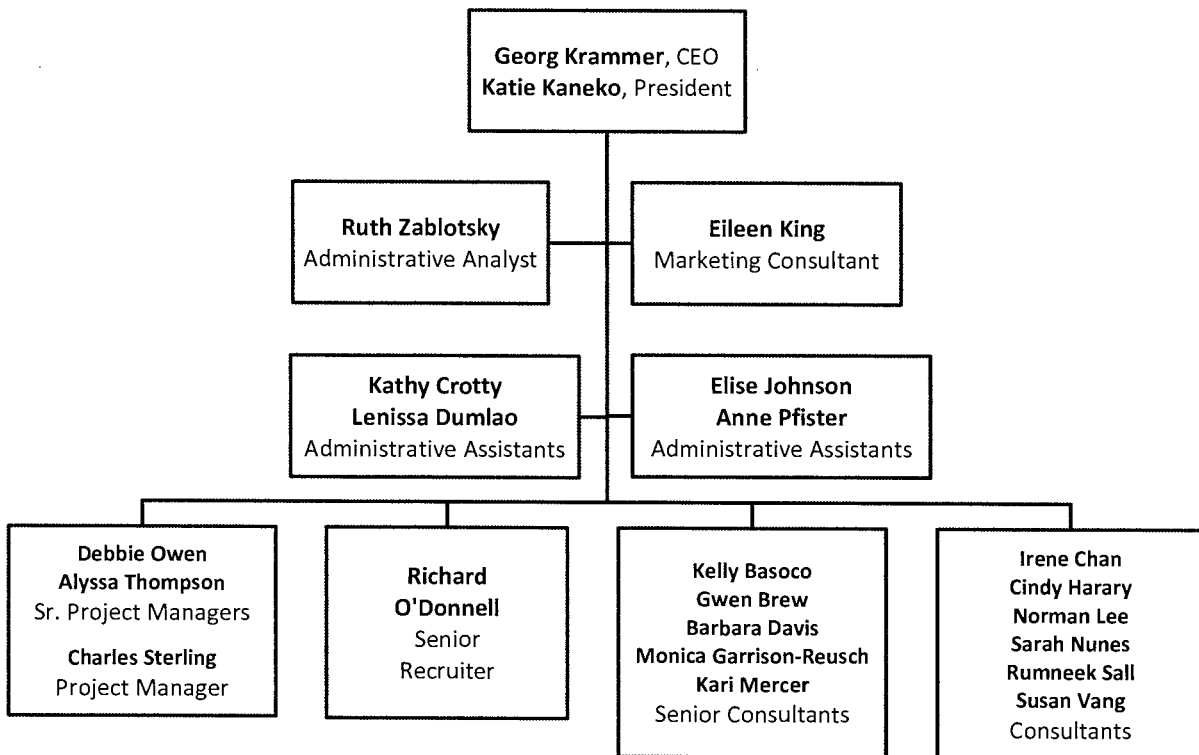
Firm Service Availability:

K&A maintains the following hours of operation:

- ❖ Monday through Friday: 8:00 a.m. – 5:30 p.m.
- ❖ After-hours availability: Our Project Directors, Project Managers and Consultants are very responsive and respond to all calls and emails within 24 business hours. Many of us check emails after 5:30 PM but this cannot be guaranteed. We've never encountered an after-hours emergency with any of our projects and our responsiveness has always satisfied our clients.
- ❖ Our assigned personnel will continue to be available to the District throughout the term of the contract. Should any of the assigned personnel be taken ill, go on vacation, or leave our firm, we and the District will agree upon an appropriate replacement.

Firm Organizational Chart

Our entire team consists of twenty-three (23) employees as shown below in our organizational chart.



No subcontractors will be assigned to this study.

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Classification and Salary Study Proposal Orange County Mosquito & Vector Control District

TEAM MEMBER QUALIFICATIONS

All members of our team have worked on multiple classification and compensation studies and are well acquainted with the wide array of public sector organizational structures, compensation structures, classification plans, as well as the challenges and issues that arise when conducting studies such as this one for the District.

Following are short biographies of the specific staff who will be assigned to this study (their full résumés may be found in the Appendix):

Georg Krammer, M.B.A., S.P.H.R.
Chief Executive Officer

Georg brings close to twenty (20) years of management-level human resources experience to Koff & Associates with an emphasis in classification and compensation design; organizational development; market salary studies; executive and staff recruitment; performance management; and employee relations, in the public sector, large corporations and small, minority-owned businesses.

After obtaining a Master of Arts in English and Russian and teaching credentials at the University of Vienna, Austria, Georg came to the United States to further his education and experience and attained his Master of Business Administration from the University of San Francisco. After starting his HR career in Wells Fargo's college recruiting department, he moved on to HR management positions in the banking and high-tech consulting industries. With his experience as a well-rounded senior HR generalist, his education in business and teaching, and his vast experience with public sector HR programs and functions, Georg's contribution to K&A's variety of projects greatly complements our consulting team. Georg joined K&A in 2003 and has been the firm's Chief Executive Officer since 2005.

Georg will serve as the Project Director for this classification and salary study; he will coordinate all of K&A's efforts, will attend all meetings with the District, and will be responsible for all work products and deliverables.

Alyssa Thompson, Ph. D.
Senior Project Manager

Alyssa brings with her over ten (10) years of human resources experience in classification and compensation analysis and development, performance management, affirmative action program development, and recruitment. Alyssa also has experience in designing and conducting quantitative and qualitative research studies.

Since joining the firm in 2007, Alyssa has led and worked on well over two hundred (200) classification, compensation, organizational assessment, and recruitment projects for cities, counties, and special districts, a few of which are:

- ✓ Cities: American Canyon, Anaheim, Bellflower, Claremont, Concord, Fremont, Madera, Monterey, Orange, Sacramento, San Diego, and Santa Barbara;

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- ✓ Counties: Placer, San Joaquin, San Mateo, Tehama, and Tuolumne;
- ✓ Special Districts: Alameda County Transportation Commission, Berkeley Unified School District, Central Contra Costa Sanitary District, Dublin San Ramon Services District, East Bay Municipal Utility District, Foothill-DeAnza Community College District, Metropolitan Transportation Commission, Midpeninsula Regional Open Space District, Mount San Antonio College, Northern California Power Agency, Oakland Housing Authority, Orange County Sanitation District, SACOG (Sacramento Area Council of Governments), Santa Clara County Housing Authority, Santa Clara Valley Water District, Superior Court of California-County of Orange, Vallejo Sanitation and Flood Control District, and Zone 7 Water District.

She earned a Bachelor's degree in Psychology with a minor in Sociology-Organizational Studies from the University of California, Davis, and a Ph.D. in Organizational Psychology from Alliant International University.

Alyssa will serve as the Co-Project Director for this project; she will help coordinate all of K&A's efforts, will attend all meetings with the District, and will be responsible for work products and deliverables, as well as provide consultant support throughout the effort, including classification analysis, interviews with employees and management, compensation analysis, internal job analysis, development of recommendations, and implementation strategies.

Kelly Ann Basoco, SPHR, SHRM-SCP, PHRca Senior Consultant

Kelly's professional qualifications include over fourteen (14) years of experience in the Human Resources field, primarily as a generalist. She spent the first twelve (12) years in the private sector as a Human Resources Manager working for global companies such as Parker Hannifin and 3M. Kelly gained experience in employee relations, policies and procedures administration, recruitment activities and performance management. Kelly was Director of Human Resources for a multi-state manufacturing company where she oversaw corporate human resources. Kelly transitioned to human resources consulting providing human resources audits, policy and procedure development, performance management and investigations for local businesses and classification and compensation studies for the public sector.

As a pro-bono consultant for Taproot, Kelly assisted non-profits with evaluating human resources functions so they operate more effectively. Kelly has been a guest speaker on Talent Talk Radio Show, and a guest speaker at Loyola Marymount University's MBA student class speaking about performance management.

Kelly holds a Bachelor's degree in Business and Human Resource Development from Notre Dame College. She is an active board member for the Southern California Wine Country Society of Human Resource Managers (SCWCSHRM), a member of the national Society of Human Resource Managers (www.shrm.org) holding the Senior Certified Professional (SHRM-SCP) certification, the Senior Professional in Human

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Resources (SPHR) certification and the Professional in Human Resources – California (PHRca) certification. Kelly is a member of the Professionals in Human Resources Association (www.pihra.org).

Since joining K&A, Kelly has been conducting Compensation work for the Cities of Coachella, Galt, Citrus Heights, Newman, San Diego, and Sonora; she has also worked on Compensation for IBEW, the Travis Unified School District, and the Beaumont-Cherry Valley Water District. Kelly has worked on Classification for the County of El Dorado, the City of Murrieta, and the Castaic Lake Water Agency. She has worked on these studies in conjunction with Georg Krammer, CEO, and Katie Kaneko, President.

Kelly will provide consultant support throughout the project, including classification analysis, interviews with employees and management, compensation analysis, internal job analysis, staffing analysis, development of recommendations, and implementation strategies.

Cindy Harary, B.A. **Consultant**

Cindy's professional qualifications include over twenty-seven (27) years of experience in the Human Resources field, primarily in classification and compensation. She spent the first eleven (11) years in the public sector working for the City of Whittier, California, where she started out in their Public Works department before moving to the Human Resources Department. She gained experience in classification and compensation, recruitment and selection, employee training and development, labor relations, and general human resources administration.

For the next sixteen (16) years, Cindy worked as a Human Resources Consultant for another private human resources consulting firm where she specialized in conducting classification and compensation studies for multiple public sector agencies including cities, counties, and special districts as well as several private sector clients. While there, some of the Orange County cities she worked on in partnership with other consultants at that firm were: Cities of Brea, Laguna Beach, Lake Forest, La Palma, Los Alamitos, Placentia, San Clemente, Stanton and Tustin. For Los Angeles County, her work includes: Cities of Corona, Downey, El Monte, Manhattan Beach, and Upland. Finally, in San Bernardino County she has worked on the City of Rancho Cucamonga.

Since joining K&A, Cindy has conducted Classification and/or Compensation work for the Cities of Anaheim, Menifee, National City, Santa Ana, and Seal Beach; special districts such as Vallecitos Water District in San Marcos; Sweetwater Authority in Chula Vista; County of Orange-Public Works Study; Housing Authority of Alameda; Oro Loma Sanitary District; and South Coast Air Quality Management District in Diamond Bar. She has worked on these studies in conjunction with Georg Krammer, CEO and Project Director for each study.

Cindy earned her B.A. degree in Broadcast Journalism at California State University, Long Beach.

Cindy will provide consultant support throughout this effort for the District, including classification analysis, interviews with employees and management, compensation analysis, internal job analysis, development of recommendations, and implementation strategies.

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Classification and Salary Study Proposal Orange County Mosquito & Vector Control District

REFERENCES

We'd like to note that, in 2005, we completed a Total Compensation Study for the Greater Los Angeles County Vector Control District.

Agency & Project	Contact
<p>Bay Area Air Quality Management District</p> <p>Classification Study (8 classifications, 43 positions); currently underway.</p> <p>Classification Study, completed 2015.</p>	<p>Ms. Judy Yu Human Resources Manager (415) 749-4626 375 Beale Street, Suite 600 San Francisco, CA 94105 jyu@baaqmd.gov</p>
<p>Castaic Lake Water Agency</p> <p>Currently underway – Classification Study.</p> <p>Currently underway – Benefits Survey.</p> <p>General Manager Compensation Study, completed 2016.</p> <p>Grants Function Organizational Study, completed 2016.</p> <p>Compensation Study, completed 2015.</p> <p>Water Resources Organizational Study, completed 2015.</p>	<p>Ms. Ari Mantis HR/Risk Mgmt. Supervisor (661) 297-1600, X 235 27234 Bouquet Canyon Road Santa Clarita, CA 91350 amantis@clwa.org</p>
<p>East Valley Water District</p> <p>Comprehensive Classification and Compensation Study, completed 2015 (also <u>included</u> an Organizational Review and Performance Management Training).</p>	<p>Ms. Kerrie Bryan Human Resources/Risk and Safety Manager (909) 806-4087 31111 Greenspot Road Highland, CA 92346 kbryan@eastvalley.org</p>
<p>Metropolitan Water District of Southern California</p> <p>Compensation Study, completed 2016.</p>	<p>Mr. Brandon Patrick Class/Comp & Staffing Manager (213) 217-6139 P. O. Box 54143 Los Angeles, CA 90054-0153 bpatrick@mwdh20.com</p>
<p>Orange County Sanitation District</p> <p>District-wide Total Compensation Study, completed 2016.</p> <p>Classification and Total Compensation Studies for various employee groups and ongoing Classification and Compensation work since 2008, including 14 IT/IS classifications and 35 positions.</p>	<p>Mr. Richard Spencer Human Resources Supervisor (714) 593-7164 10844 Ellis Avenue Fountain Valley, CA 92707 rspencer@ocsd.com</p>

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Since 2008: Providing Classification and Compensation Support as needed.	
South Coast Air Quality Management District (SCAQMD) Classification and Compensation Study, completed 2017.	Mr. Bryan Bradford, SPHR, SHRM-SCP HR Manager (909) 396-3011 21865 Copley Drive Diamond Bar, CA 91765 bbradford@aqmd.gov
South Coast Water District Compensation Study, completed 2016. Classification and Total Compensation Study, completed 2008, with an update of the study in 2009. Provide ongoing HR support since 2008.	Mr. Andy Brunhart General Manager (949) 499-4555 34152 Del Obispo St. Dana Point, CA 92629 abrunhart@scwd.org
Superior Court of California, County of Orange Classification and Compensation Study of Human Resources, Finance, Executive Assistant, Facilities Analyst, and Manager classifications, completed between 2011 and 2017.	Mr. Ernest Montoya Staffing, Class & Comp Officer (657) 622-7719 700 West Civic Center Drive Santa Ana, CA 92701 emontoya@occourts.org
Trabuco Canyon Water District Compensation Study, completed 2017. FLSA Study (analysis and comp), completed 2017.	Mr. Hector Ruiz General Manager (949) 858-0277, Ext. 117 32003 Dove Canyon Dr. Trabuco Canyon, CA 92679 HRuiz@tcwd.ca.gov



Classification and Salary Study Proposal Orange County Mosquito & Vector Control District

EXECUTIVE SUMMARY, APPROACH, METHODOLOGY

The Orange County Mosquito and Vector Control District (“District”) desires human resources consulting assistance to conduct an objective analysis of the current classification and salary practices of the District; perform a thorough review of all current job descriptions and compensation plan for all professional and technical positions (affected positions); and if applicable, make recommendations for changes to those descriptions, and prepare recommendations for an updated classification and compensation plan for all affected employees.

The District currently employs approximately sixty-five (65) full-time equivalent (“FTE”) staff, and approximately forty-three (43) extra help staff, for a total of one hundred eight (108) employees, encompassed within approximately thirty-seven (37) job classifications, including the District Manager position. Per the District’s organizational chart and list of classifications and pay ranges provided by the District during the RFP Q&A process, we counted thirty-five (35) FTE classifications and twelve (12) extra help classifications; we consider each level within each class series as a separate and distinct job classification. We also understand that the District does not wish to include extra help classification in the compensation survey but assume that they are to be included in the classification portion of the study. Our cost proposal provides two different cost option based on excluding or including the extra help classifications.

The study’s first level of effort is to initially develop an updated and well-structured classification system and classification descriptions for all study positions that are legally compliant (including Fair Labor Standards Act (“FLSA”) and Americans with Disabilities Act (“ADA”) requirements), internally aligned, reflective of contemporary standards, and accurately descriptive of current roles, responsibilities, duties, and qualifications. The classification analysis process includes orientation and briefing sessions with employees, management, Human Resources, and other stakeholders, as appropriate; the completion of a position description questionnaire by employees; interviews with at least a representative sample of employees in each study classification; and interviews with supervisors and management to address any classification issues. All participating employees will be allocated to an appropriate classification; draft classification descriptions will be developed, and sent back to the District and incumbents for additional feedback and concurrence.

A second level of effort will be to review the District’s compensation structure for the studied classifications and to conduct a compensation market survey (base salary, no benefits) using a set of appropriate comparator agencies. The identification of comparator agencies and benchmark classifications, is an iterative process that includes all stakeholders. We have found this open discussion philosophy to be critical to our success for organizational buy-in. Once the external data development is completed, we will make specific recommendations for internal equity for non-benchmarked classifications and classifications without a large enough market sampling.

The compensation study will contain specific recommendations regarding the integration of all study classifications into the District’s compensation structure, with the goal of developing a clearly designed, internally equitable format that is flexible for career opportunity and future growth. Our study will make



Classification and Salary Study Proposal Orange County Mosquito & Vector Control District

recommendations regarding a salary structure that takes the District's compensation preferences into consideration as well as the appropriate placement of each classification on the District's salary schedule.

The study includes a significant number of meetings with the Study Project Team, Human Resources, employees, and the District's Board of Trustees, as desired. We have expertise in labor/management relations and understand the importance of active participation by all stakeholders to ensure a successful outcome. The meetings and "stakeholder touch-points" that we recommend ensure understanding of the project parameters, enhance accurate intake and output of information, and create a collaborative and interactive approach that will result in greater buy-in for study recommendations. This interactive approach, although time-consuming, has resulted in almost 100% implementation success of K&A's studies.

Study Objectives

Classification Objectives

- To analyze and update the District's classification system and each study position's classification description and structure through a comprehensive process of job analysis and evaluation, including review of existing documentation, position description questionnaire completion, employee interviews, management interviews, analysis of existing positions and working situations, analysis of levels of duties and responsibilities, and other professional methods, as appropriate;
- To recommend each study position for title change or reclassification (as appropriate), create new classifications (if applicable), eliminate outdated classifications (if applicable), and consolidate classifications assigned to similar functional areas (as appropriate);
- To provide for growth and flexibility of assignment within the new classification structure, where feasible, in recognition that some job duties and responsibilities may evolve over time, as well as to provide adequate career paths and class series/job families that will foster career service within the District;
- To clearly state definitions of job classifications, the typical job functions, and minimum required and preferred qualifications such as education, prior work experience, knowledge, skills, abilities, licenses, certifications, and physical demands;
- To provide a classification structure that ensures regulatory compliance, including allocation of each study position to the correct classification with appropriate FLSA designation as well as meeting ADA regulations;
- To provide for adequate educational, review, and appeal processes that will result in a product that is understood by all levels of personnel and is internally equitable; and
- To ensure sufficient documentation and training throughout the study, on classification concepts and distinguishing characteristics, as well as the delivery of final reports and recommendations to guide the organization in implementing, managing, and maintaining the classification system.

Compensation Objectives

- To make recommendations regarding a list of appropriate comparator agencies and benchmark classifications, prior to beginning the compensation portion of the study;



Classification and Salary Study Proposal Orange County Mosquito & Vector Control District

- To collect accurate salary data from the approved and agreed-upon group of comparator agencies and to ensure that the information is analyzed in a manner that is clear and comprehensible to the Study Project Team, Human Resources, management, the Board of Trustees, and employees;
- To carefully analyze the scope and level of duties and responsibilities, requirements for successful work performance, and other factors for survey classes according to generally accepted compensation practices;
- To review the District's compensation structure and practices and develop compensation recommendations that will assist the District in recruiting, motivating, and retaining competent staff;
- To develop solutions that address pay equity issues, analyze the financial impact of addressing pay equity issues, and create a market adjustment implementation strategy supporting the District's goals, objectives, and budget considerations;
- To create a comprehensive final report summarizing the compensation study approach and methodology, analytical tools, findings, and recommended compensation structure;
- To recommend appropriate internal salary relationships and allocate classes to salary ranges in a comprehensive salary range plan; and
- To ensure sufficient documentation and training throughout the study so that our recommendations can be implemented and maintained in a competent and fair manner.

Overall Objectives

- To review and understand all current documentation, rules, regulations, policies, procedures, budgets, class descriptions, organizational charts, memoranda of understanding, personnel policies, wage and salary schedules, and related information so that our recommendations can be operationally incorporated with a minimum of disruption;
- To conduct start-up Study Project Team meetings with management, study project staff, and other stakeholders to discuss any specific concerns with respect to the development of classification and compensation recommendations; finalize study plans and timetables; conduct employee orientation sessions with management and staff in order to educate and explain the scope of the study and describe what are and are not reasonable study expectations and goals;
- To work collaboratively and effectively with the District and its stakeholders while at the same time maintaining control and objectivity in the conduct of the study;
- To develop a classification and compensation structure that meets all legal requirements, is totally non-discriminatory, and easily accommodates organizational change, growth, and operational needs;
- To document all steps in the process and provide documentation and training for Human Resources and other staff, as appropriate, in classification and compensation analysis methodologies so that the District can integrate, maintain, administer, and defend any recommended changes after the initial implementation; and
- To provide effective ongoing communications throughout the duration of the project and continued support after implementation.

Methodology / Work Plan / Deliverables

This section of the proposal identifies the actual work plan. We believe that our detailed explanation of methodology and work tasks clearly distinguishes our approach and comprehensiveness.



Classification and Salary Study Proposal Orange County Mosquito & Vector Control District

Our approach is to complete the classification and job evaluation before completing the compensation review. The reasons for this include:

- The description of the work performed and the requirements for that work are, in the minds of the employees and their supervisors, inextricably associated with the “worth of that work” or compensation, which is often a highly emotional issue. Separating the two phases of the study, even though elements of phases may be conducted concurrently, tends to produce more objective classification results.
- The salary review will be completed when there is a full understanding of the work of the District, thereby ensuring that the data developed from the labor market and the District’s classifications is accurate.

Given these parameters, our approach is as follows:

PHASE I: CLASSIFICATION STUDY

Deliverable A: Meetings with Study Project Team and Management Staff for Initial Documentation Review

This phase includes identifying the District’s Study Project Team, contract administrator, and reporting relationships. Our team will conduct an orientation and briefing session with the Study Project Team to explain process and methodology; create the specific work plan and work schedule; identify subsequent tasks to be accomplished; reaffirm the primary objectives and specific end products; determine deadline dates for satisfactory completion of the overall assignment; determine who will be responsible for coordinating/scheduling communications with employees, management, and the Board of Trustees; and develop a timetable for conducting the same.

Included in this task will be the gathering of written documentation, identifying current incumbents, and assembling current class descriptions, organizational charts, salary schedules, budgets, memoranda of understanding (“MOU”), personnel policies, previous classification and compensation studies, and any other relevant documentation to gain a general understanding of District operations.

District terminology and methods of current classification and compensation procedures, as well as the written questionnaire instrument for the classification study that will be used in the job analysis phase will be reviewed and agreed to. We will discuss methodology, agree to formats for class descriptions and compensation results, identify appropriate comparator agencies and benchmark classifications for compensation survey purposes. We will respond to any questions that may arise from the various stakeholders.

Deliverable B. Orientation Meetings with Employees and Distribution of Position Description Questionnaire

The Position Description Questionnaire (“PDQ”) will be discussed with the Study Project Team and customized as needed to meet the study objectives prior to distributing copies to employees.

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We will facilitate orientation meetings with employees (within the same time frame as the initial project kick-off meeting) and distribute the PDQ to start the classification portion of the study. While these meetings are not mandatory, they form the beginning of the educational process that continues throughout the study. We will discuss the importance of the employees' involvement in the study and their participation in PDQ completion and job analysis interviews. Project processes will be explained, expectations will be clarified, and elements that are not a part of the study will also be covered. Questions will be answered and a detailed explanation and examples for completing the PDQ will be given. Each PDQ will be handed out with the incumbent's current class description attached to the questionnaire so the employee can use this as a tool for completing the questionnaire.

Deliverable C. Collection and Review of Position Description Questionnaires

We recommend giving employees in the same classification the option of collaborating on completing a PDQ together, if the employees so choose. At the same time, we will invite employees to complete an individual PDQ if they prefer and if they wish to be interviewed separately. We provide an electronic version of our questionnaire so that employees can more easily complete it. Employees complete the questionnaire and then send it to their supervisor for review, comment, and signature. Upon receipt of the PDQs in our office, K&A staff will review and analyze the PDQs in detail along with other documentation to obtain an understanding of the duties and responsibilities assigned to each position.

Deliverable D. Interviews with Employees, Supervisors, and Management

Interviews will be scheduled with employees. Because this is a critical step in the information-gathering and educational process, we recommend scheduling interviews with at least a representative sample of employees in each classification that will be included in the study. Typically, we employ the following approach and interview:

- All employees in single-position classifications;
- An adequate sampling of employees in multiple-position classifications; and
- Any employee who requests an interview.

We will offer employees the option to be interviewed in a focus group session with incumbents in the same classification or to request an individual interview if they prefer. We recommend individual interviews only if the employee wants to discuss certain issues (e.g., out of class responsibilities, etc.) in privacy with the consultant.

Interviews will then be held with supervisory and management staff (division managers, department heads, etc.), who will clarify their own responsibilities and/or confirm the information we have received in the interviews with their staff (we allow more time for these interviews).

The purpose of the interviews is to clarify and supplement the questionnaire data and to respond to potential perception differences regarding roles, tasks, scope, and supervisory responsibilities. The appropriateness of the following will be assessed:

- Work being completed and relationships of positions to each other within a division/department as well as across the organization.

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- Classification structure and reporting structure.

Deliverable E. Classification Concept and Preliminary Allocation

Prior to developing detailed class descriptions, our job evaluation will result in a classification concept and employee allocation document that will be submitted to the District for review and approval. We will compare changes in business need and operations, as well as any reorganizations, with the established classification system and job families as well as review internal relationships between classifications to define the reasons for, and effects of, the proposed changes.

Our job analysis method is the whole position analysis approach. Objective factors in the whole position classification methodology include:

1. Education, Training, and Certifications/Licenses
2. Required Experience
3. Problem Solving/Ingenuity
4. Attention/Stress (Concentration/Time Pressure & Interruptions)
5. Independence of Action/Responsibility
6. Contacts with Others/Internal/External
7. Supervision Received and/or Given to Others
8. Consequences of Action/Decisions Made on the Job
9. Equipment Used
10. Working Conditions
11. Physical/Mental Demands

Our analysis will include written documentation of our assessment methodology and assessment for each position surveyed.

This document will list broad class concepts and highlight where significant changes may be recommended, such as creating or collapsing class series in the same functional area and/or separating or combining classifications assigned to different functional areas. We will review and analyze potential career ladders and promotional opportunities. We will also review and update established titling guidelines for the studied classifications for appropriate and consistent titling.

A detailed, incumbent-specific allocation list for each position included in the study will be prepared, specifying current and proposed classification title and the impact of our recommendations (reclassification – upgrade or downgrade, title change, or no change).

After we have completed this process, a meeting will be arranged to review any recommended changes to the classification plan with the Study Project Team.

Deliverable F. Draft Class Description Development

After preliminary approval of the class concepts and allocation lists, new and/or updated class descriptions will be developed for each proposed classification, following the format approved by the District.



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From the review of the PDQs and employee interviews, we will update duties, responsibilities, and minimum qualifications of each class specification, as necessary. We will develop new class specifications if duties, responsibilities, and minimum qualifications have changed significantly, and/or if we recommend new classifications/class levels, and/or if operational changes, business needs, or reorganizations, have occurred.

We will review, analyze, and update, as appropriate, knowledge, skills, abilities, education and experience, position definitions, purpose, distinguishing characteristics, supervision received and exercised, position functions and special requirements including licensing and certification requirements. We will address relevance and hierarchical consistency.

We will also review and update physical demands based on the most typical job functions of each classification in accordance with the ADA.

Finally, we will review each classification's typical job functions and determine exempt vs. non-exempt status in accordance with "white collar" exemptions under the FLSA.

Deliverable G. Facilitation of Draft Class Description Review and Informal Appeals Support

A draft copy of the revised/new class description with allocation recommendation will be submitted to the Project Team and subsequently to each manager, supervisor, and employee, to give each stakeholder group an opportunity to provide comments and concerns regarding any modifications to the classification structure and specifications. Our experience has been that this is one of the most critical phases of the project (as well as one of the most time-consuming). Our proactive and effective communication process at this crossroad has always avoided formal appeals, adversarial meetings, or major conflicts at the conclusion of our studies.

Each employee whose position was studied will receive a memorandum from us outlining what has been accomplished, how to best review the draft classification specification that will be attached, and how to provide feedback to us. Supervisors and managers receive a copy of their employees' draft class descriptions and will be asked to review their employees' comments and feedback to verify and concur with, or recommend changes to, the information provided.

We will ask employees to submit their written concerns (via their supervisor/manager) to our office. While employees may not always agree with our recommendations, they have a "second chance" to ensure that they have been heard and to continue learning the reasons specific recommendations were made.

Significant employee comments will be reviewed with management prior to making any significant changes to the proposed class plan. These discussions will be by email, telephone, or additional direct personal contact with employees, depending upon the extent of the response.

Allocation and/or class description changes will be made as required and the class specifications will be finalized and submitted for approval. All employees who submitted their comments during the review process will be notified in writing regarding the outcome of their concerns.



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Deliverable H. Classification Plan and Draft of Interim Report and Final Report

A Draft Interim Report of the Classification Study will be completed and submitted to the Study Project Team for review and comment. The report will contain:

- Classification recommendations for each studied position, including documentation regarding study goals and objectives, classification methodology, approach, and process as well as all findings, analysis, and resulting recommendations;
- The recommended allocation list, classification title changes, job family and career ladder/career growth issues, reporting relationships, and other factors will all be included; and
- Classification concepts and guidelines as well as distinguishing characteristics and other pertinent information for implementation and continued maintenance of the recommendations will be detailed.

Once we have received the District's comments regarding the Draft Interim Report and have made any necessary changes, a Final Classification Report will be developed.

PHASE II: SALARY STUDY

Deliverable A. List of Comparator Agencies and Benchmark Classifications

During the initial meeting with the Study Project Team, we will discuss and agree to the compensation study factors. We will identify appropriate comparator agencies that will be included in the external market survey, which will be the foundation of ensuring that the agencies' salaries for the studied classifications are competitively aligned with the external labor market. We will also identify those classifications that will be surveyed in the market (i.e., benchmark classifications), with the intention of internally aligning the remaining classifications with those that were surveyed.

1. Determination of Comparator Agencies

The selection of comparator agencies is a critical step in the study process. We typically use the following factors to identify appropriate comparators and will receive approval before proceeding with the salary survey.

Our recommended methodology is that we involve the Board of Trustees, management, Human Resources, and employee representation in the decision-making process of selecting which comparable agencies are included, **PRIOR** to beginning the study. Our experience has shown that this is the most successful approach. The factors that we typically review when selecting and recommending appropriate comparator agencies include:

- **Organizational type and structure** – While various organizations may provide overlapping services and employ some staff having similar duties and responsibilities, the role of each organization is somewhat unique, particularly in regard to its relationship to the citizens it serves and level of service expectation. During this iterative process, the District's



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current/previous list of comparators and the advantages/disadvantages of including them or others will be discussed.

- **Similarity of population served, District demographics, District staff, and operational budgets** – These elements provide guidelines in relation to resources required (staff and funding) and available for the provision of services.
- **Scope of services provided** – While having an organization that provides all of the services at the same level of citizen expectation is ideal for comparators, as long as the *majority* of services are provided in a similar manner, sufficient data should be available for analysis.
- **Labor market** – The reality of today’s labor market is that many agencies are in competition for the same pool of qualified employees. Individuals often do not live in the community they serve. Therefore, the geographic labor market area (where the District may be recruiting from or losing employees to) will be taken into consideration when selecting potential comparator organizations.
- **Cost-of-living** – The price of housing and other cost-of-living related issues are some of the biggest factors in determining labor markets. We will review overall cost-of-living of various geographic areas, median house prices, and median household incomes to determine the appropriateness of various potential comparator agencies.

Typically, we recommend using ten to twelve (10-12) comparator agencies but we are flexible and can readily use a different approach based on the District’s preferences.

2. Determination of Benchmark Classifications

In the same collaborative manner as described in Step A.1 above, we will work with the District’s stakeholders to select those classifications that will be surveyed.

“Benchmark classes” are ordinarily chosen to reflect a broad spectrum of class levels. In addition, those that are selected normally include classes that are most likely to be found in other similar agencies, and therefore provide a sufficient valid data sample for analysis. Internal relationships will be determined between the benchmarked and non-benchmarked classifications and internal equity alignments will be made for salary recommendation purposes. Due to the fact that the labor market typically yields reliable data, we recommend using approximately 60-65% of all classifications as benchmarks but we are happy to use a different model.

Since the District has a fairly small number of FTE job classifications and based on the list of those classifications, we may survey up to 25 of them.

Deliverable B. Data from Comparators

K&A does not collect market compensation data by merely sending out a written questionnaire. We find that such questionnaires are often delegated to the individual in the department with the least experience in the organization and given a low priority. Our experienced compensation analysts conduct all of the data collection and analysis to ensure validity of the data and quality control. This approach also ensures that we compare job description to job description and not just job titles, therefore ensuring true “matches” of at least 70%, which is the percentage we use to determine whether to include a comparator



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classification or not. As mentioned above in the Classification methodology, our job analysis method is the whole position analysis approach.

Our analysis will include written documentation of our assessment methodology and assessment for each position surveyed.

We typically collect classification descriptions, organization charts, salary schedules, personnel policies, MOUs, and other information via website, by telephone, or by an onsite interview. With the prior knowledge from the data gathered directly from each comparator agency and our experience in the public sector human resources field, our professional staff makes preliminary “matches” and then schedules appointments by telephone, or sometimes in person, with knowledgeable individuals to answer specific questions. We find that the information collected using these methods has a very high validity rate and allows us to substantiate the data for employees, management, and governing bodies.

Deliverable C. Analysis and Preliminary Review of Data

Data will be entered into spreadsheet format designed for ease of interpretation and use. The information will be presented in a format that will identify the comparator positions used for each classification comparison. Information will be calculated based upon both average and median figures allowing the District to make informed compensation decisions. Other elements of the compensation survey report are agencies surveyed; comparable class titles; salary range maximum/control point; number of observations; and percent of the District’s salary range is above/below the market values.

In addition, we will include any type of statistical representation and analysis that the District desires such as 60th, 70th, or any other percentiles.

Deliverable D. Draft Compensation Findings/Additional Analysis/Study Project Team Meetings

We distribute our draft findings to the Study Project Team. After their preliminary review, K&A will meet with the Study Project Team and other stakeholders (including management, employees, and Human Resources) to clarify data, to receive requests for reanalysis of certain comparators, and to answer questions and address concerns. This provides an opportunity for the Study Project Team and other stakeholders to review and question any of our recommended benchmark comparator matches. If questions arise, we conduct follow-up analysis to reconfirm our original analysis and/or make corrections as appropriate.

Deliverable E. Analysis of Internal Relationships and Alignment

To determine internal equity for all studied positions, considerable attention will be given to this phase of the project. It is necessary to develop an internal position hierarchy based on the organizational value of each classification. Again, we utilize the whole position analysis methodology as described earlier.

By reviewing those factors, we will make recommendations regarding vertical salary differentials between classes in a class series (if recommended), as well as across departments. This analysis will be integrated with the results of the compensation survey and the District’s existing compensation plan. The ultimate goal of this critical step in the process is to address any potential internal equity issues and concerns with



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the current compensation system, including compaction issues between certain classifications. We will create a sound and logical compensation structure for the various levels within each class series, so that career ladders are not only reflected in the classification system but also in the compensation system, with pay differentials between levels that allow employees to progress on a clear path of career growth and development. Career ladders will be looked at vertically, as well as horizontally, to reflect the District's classification structure that was developed during the classification phase of the study.

Deliverable F. Compensation Structure and Implementation Plan

Depending on data developed as a result of the internal analysis, we will review and make recommendations regarding internal alignment and the salary structure (set of salary ranges, salary differentials, steps within ranges, and/or alternative compensation plans) within which the classes are allocated, based upon the District's preferred compensation model. Finally, we will develop a proposed implementation plan based on the study results and recommendations.

We will conduct a competitive pay analysis using the market data gathered to assist in the determination of external pay equity and the recommendation of a new base compensation structure. We will conduct a comparative analysis to illustrate the relationships between current pay practices and the newly determined market conditions and develop solutions to address pay equity issues, analyze the financial impact of addressing pay equity issues, and create a market adjustment implementation strategy supporting District goals, objectives, and budget considerations. We will develop recommendations covering special compensation issues such as salaries above the maximum; seniority; promotions; maintenance of the salary schedules; etc.

Draft recommendations will be discussed with the Study Project Team and management for discussions and decisions on overall pay philosophy and the practicality of acceptance and prior to developing an Interim Report.

Deliverable G. Final Report and Guidelines for Implementation

Volume II (Draft Interim Report of the Compensation Study) will be completed and submitted to the Study Project Team for review and comment. The report will provide detailed compensation findings, documentation, and recommendations. The report will include:

- A set of all market data spreadsheets;
- A proposed Salary Range document;
- A procedure to address employees whose base pay exceeds the maximum of their newly assigned pay range;
- Implementation issues and cost projections surrounding our recommendations; and
- A guide for rules, policies and procedures for the District in implementing, managing and maintaining the compensation system.

Once all of the District's questions/concerns are addressed and discussed, a Final Classification and Compensation Report will be created and submitted in bound format. The Final Report will incorporate any appropriate revisions identified and submitted during the review of the draft report.



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Deliverable H. Formal Appeals Support

Should the District have a formal appeal process regarding the allocation of positions to classifications and of classifications to salary ranges, this proposal does not cover time regarding a formal appeal process. Should our on-site participation be desired, our stated composite hourly rate will be honored. As mentioned above, however, our internal process usually addresses any appeal issues.

Deliverable I. Final Presentation

Our proposal includes multiple meetings and weekly oral and written status/progress updates to the Study Project Team. Regarding the involvement of the Board of Trustees, we recommend at least one initial meeting to identify the comparator agencies to be included in the study, one interim study session (to discuss the initial findings of the compensation study), and one final presentation of our Final Report. Of course, we are flexible regarding having more or less interaction with the Board, based on the District's preferences.

❖ Communication with the District

Our typical communication model includes at least weekly or biweekly written status updates to keep the District informed on where we are during each phase of the project. We have found that most communication can be managed through emails and teleconferences by phone.

In addition, the study includes a significant number of meetings with the Study Project Team, human resources, management, employees, employee representation, and the Board, as desired. The meetings and "stakeholder touch-points" that we recommend ensure understanding of the project parameters, enhance accurate intake and output of information, and foster a collaborative and interactive approach that will result in greater buy-in for study recommendations. This interactive approach, although time-consuming, has resulted in almost 100% implementation success of K&A's studies.

❖ Post-Implementation Consultation and Support

We are committed to providing the District with the highest-quality product and service. Providing ongoing consultation and support after study implementation is a service that is included in our professional fees and a continued relationship-building aspect of our client relationship that we highly value.

We often find that clients will call or email with follow-up questions and to discuss certain aspects of the study, ask why decisions and recommendations were made, and other important components of the study. We consider post-implementation support as part of our customer service.

Should the District request any additional onsite meetings and/or training after implementation of the study and/or other specific, identifiable work efforts, such as position reclassification studies, creating new class descriptions, or conducting annual surveys, we would honor our composite hourly rate for actual hours spent at the District. However, from experience, we expect that most follow-up support will

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be conducted via telephone and email and this is absolutely included in our “Not To Exceed Fee” for this project.

❖ Stakeholder Engagement

The meetings and communications with stakeholders that we recommend ensure understanding of the project parameters, enhance accurate intake and output of information, and encourage a collaborative and interactive approach that will result in greater buy-in for study recommendations. This interactive approach, although time-consuming, has resulted in almost 100% implementation success of K&A’s studies.

We believe in an interactive and collaborative process with the whole organization and in a high level of stakeholder contact and interaction to ensure organizational buy-in of the study throughout the entire process. Following are the major milestones at which we touch base with Human Resources, employees, managers, and other stakeholders, as appropriate:

- Initial study kick-off and employee/management orientation meetings;
- Position description questionnaire completion and review;
- Employee and management interviews;
- Employee, management, and Human Resources review of draft class descriptions;
- Contact with employees and management to address final classification issues;
- Stakeholder input regarding a list of appropriate comparator agencies;
- District stakeholder review of compensation study data and contact with them to address any challenges to the market comparables we identified for each classification;
- Stakeholder input on internal salary relationship analysis and recommendations; and
- Stakeholder input regarding final compensation plans and structure recommendations.

These steps will ensure that the study results in a product that is accepted and trusted by all levels within the organization. Beyond sound mechanics, our approach includes sufficient communication steps to ensure that the study methodology is understood and the results are regarded as expert, impartial, and fair.



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TIME REQUIREMENTS

Our professional experience is that classification and compensation studies of this scope and for this size organization take approximately –six (6) months to complete, allowing for adequate position description questionnaire completion, interview time, classification description review and/or development, compensation data collection and analysis, review steps by the District, the development of final reports, any appeals, and presentations.

The following is a suggested timeline (which can be modified based on the District’s needs):

Deliverable	PHASE I: Classification Study	Week #
A.	Meetings with Study Project Team and Management Staff for Initial Documentation Review	Week 1
B.	Orientation Meetings with Employees and Distribution of Position Description Questionnaire	Week 1
C.	Collection and Review of Position Description Questionnaires	Week 6
D.	Interviews with Employees, Supervisors, and Management	Week 8
E.	Classification Concept & Preliminary Allocation	Week 9
F.	Draft Class Description Development	Week 15
G.	Facilitation of Draft Class Description Review and Informal Appeals Support	Week 18
H.	Classification Plan and Draft of Interim Report and Final Report	Week 20
	PHASE II: Salary Study	
A.	List of Comparator Agencies and Benchmark Classifications	Week 1
B.	Data from Comparators	Week 18
C.	Analysis and Preliminary Review of Data	Week 19
D.	Draft Compensation Findings/Additional Analysis/Study Project Team Meetings	Week 22
E.	Analysis of Internal Relationships and Alignment	Week 23
F.	Compensation Structure and Implementation Plan	Week 23
G.	Final Report and Guidelines for Implementation	Week 24
H.	Formal Appeals Support *	As Needed
I.	Final Presentation	As Scheduled

COST PROPOSAL

We have often found our process requires a very high level of time commitment, which sometimes results in a higher proposal cost. We believe that our methodology and implementation success rate is attributable to the significantly greater level of contact we have with management, governing body, and staff. The time we commit to working with the employees (orientations and briefings, meetings with



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employees via personal interviews, informal appeal process, etc.) results in significantly greater buy-in throughout the process and no formal appeals at the end of the study.

In fact, our firm has never had a formal appeal to any of our studies in our 33 years in business. It has been our experience that the money and time invested in stakeholder communication throughout the study are money and time saved during implementation. Numerous times our firm has been hired after an agency has gone through an unsuccessful study whose results were rejected or appealed and whose implementation was very controversial. The result was a divided organization with hostility and animosity between employees/employee representation and management. Whenever our firm was hired after such an unfortunate experience, study stakeholders were amazed at our open and all-inclusive process, our efforts to elicit equal stakeholder input, and our development of recommendations that were accepted as fair and reasonable and understood by management, employees, and the governing body.

Our success rate is also attributable to the fact that we have 33 years of experience working with employees of all types of backgrounds, educational levels, and work experiences, and we are accustomed to successfully communicating with and educating them throughout the process. It is imperative that all employees eventually buy into the study results and recommendations, whether they have been through a process like this before or whether this is the first time for them.

Our clients always provide feedback that our process was professional, comprehensive, understandable, timely, and inclusive. Employees, although not necessarily always happy with our recommendations, have always indicated that we listened to their issues and concerns and were available for discussion, as required. Although time consuming, we also drive the process to ensure that timelines are met and schedules are maintained.

The cost proposal below includes two options depending on scope of work. Of course, the District may select any combination thereof and we are open to negotiating a third option if it better serves the District. We hope to be able to negotiate a scope of work and cost option that best serves the District's needs.

Deliverables	Phase I: Classification Study	Option 1: Hours	Option 2: Hours
A.	Meetings with Study Project Team and Management Staff for Initial Documentation Review	12	12
B.	Orientation Meetings with Employees and Distribution of PDQs	16	16
C.	Collection and Review of PDQs <i>Option 1: Assumes that extra help classifications will be excluded from the classification study (this option assumes that not every Vector Control Inspector II will submit an individual PDQ, therefore assuming a total of up to 50 PDQs).</i> <i>Option 2: Assumes that extra help classification will be included in the classification study (this option assumes that not every employee will submit an individual PDQ and assumes one PDQ per FTE and extra help classification plus individual PDQs from 20% of employees, for a total of up to 70 PDQs).</i>	18	25



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D.	Interviews with Employees, Supervisors, and Management <i>Option 1: Per above, this option assumes up to 50 interviews.</i> <i>Option 2: Per above, this option assumes up to 70 interviews.</i>	40	50
E.	Classification Concept & Preliminary Allocation	18	28
F.	Draft Class Description Development <i>Option 1: Per above, up to 35 FTE classifications will be developed/updated.</i> <i>Option 2: Per above, up to 47 FTE and extra help classifications will be developed/updated.</i>	90	120
G.	Facilitation of Draft Class Description Review and Informal Appeals Support	18	28
H.	Classification Plan and Draft of Interim Report and Final Report	16	16
	Total Professional Hours – Classification	228	295
	Combined professional and clerical composite rate: \$135/Hour	\$30,780	\$39,825
	Phase II: Salary Study (base salaries only)	Hours	Hours
A.	List of Comparator Agencies & Benchmark Classifications	12	12
B.	Data from Comparators <i>Option 1: up to 25 benchmarks, 10 comparators</i> <i>Option 2: up to 30 benchmarks, 12 comparators</i>	40	55
C.	Analysis and Preliminary Review of Data <i>Option 1: up to 25 benchmarks, 10 comparators</i> <i>Option 2: up to 30 benchmarks, 12 comparators</i>	20	25
D.	Draft Compensation Findings/Additional Analysis/Study Project Team Meetings	16	20
E.	Analysis of Internal Relationships and Alignment	12	12
F.	Compensation Structure and Implementation Plan	12	12
G.	Final Report and Guidelines for Implementation	16	16
H.	Formal Appeals Support *	0	0
I.	Final Presentation	8	8
	Anticipated hours for additional unscheduled meetings and phone calls	8	8
	Total Professional Hours -- Compensation	144	168
	Combined professional and clerical composite rate: \$135/Hour	\$19,440	\$22,680
	Expenses are included in our combined composite rate:	N/A	N/A
	<i>Expenses include but are not limited to duplicating documents, binding reports, phone, fax, supplies, postage, travel expenses, per diem, etc.</i>		

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	TOTAL NOT-TO-EXCEED COST FOR PROJECT:	\$50,220	\$62,505
	*Additional consulting will be honored at composite rate (\$135/Hour)		

INSURANCE ACKNOWLEDGEMENT

We will submit and support the levels of coverage and endorse the District with our General Liability coverage upon award of a contract for the project.

Workers' Compensation:	Statutory Limits
Commercial General Liability:	\$2,000,000 per occurrence
Professional Liability (Errors & Omissions):	\$1,000,000 per occurrence
Automobile Insurance:	\$1,000,000 per occurrence

Our insurance broker is Ms. Eileen Hollander, Sr. Account Manager/Commercial Lines, Integro Insurance Brokers, 2300 Contra Costa Blvd., Suite 375, Pleasant Hill, CA 94523.

STANDING OF THE FIRM

Koff & Associates has been in business in California for over 33 years and has always been in good standing, is financially stable, and has no past or pending litigation.



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Orange County Mosquito & Vector Control District

Signature Page

Koff & Associates intends to adhere to all provisions described in the RFP.

This proposal is valid for ninety (90) days.

Respectfully submitted,

By: KOFF & ASSOCIATES
State of California

Georg S. Krammer
Chief Executive Officer

September 20, 2017



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Appendix:

Resumés of Participating Staff

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Georg S. Krammer

KEY ACHIEVEMENTS AND HIGHLIGHTS

- **Chief Executive Officer:** At HR consulting firm, Koff & Associates, moved from junior role to Senior Project Manager position and, subsequently, became CEO and one of two principals of the firm; worked with over 400 clients on projects with a 100% success and implementation rate. Led company in all recruitment efforts for clients (ongoing).
 - **Human Resources Director/Recruiter:** At IT and e-commerce consultancy, Primitive Logic, was part of building the team from 20 employees to 50; implemented entirely new HR infrastructure.
 - **Administrative Officer:** As a member of Senior Management team of Mission National Bank, turned Bank around from years of losses to profits within six months, as well as substantially improved rating with regulatory authorities. Established best practices and operational efficiencies in HR department.
-

PROFESSIONAL EXPERIENCE

Koff & Associates, Berkeley, CA

Associate and Senior Project Manager, 2003-2005

Chief Executive Officer, 2005-Present

- Serve as Project Director in conducting hundreds of classification, compensation, and organizational studies, as well as executive and staff recruitments; provide strategic planning services for public sector agencies; provide offsite human resource function.
- Recruit executive level positions for water and sanitation districts, courts, counties, cities, transportation agencies, housing agencies, and other statewide and local agencies.
- Develop complex, detailed proposals for cities, counties, courts, and special districts, such as housing, school, healthcare, air quality, vector control, transportation, water, and wastewater agencies to provide professional Human Resources consulting services.
- Represent Koff & Associates with clients, write and approve final project reports, develop client recommendations, and lead presentations in front of and provide expert advice and counsel to City Councils, Boards of Commissioners, Boards of Supervisors, Boards of Directors, and other governing bodies.
- Manage and develop staff of project managers, data specialists, firm consultants, marketing and administrative analysts in Berkeley headquarters and various satellite offices throughout the State.
- Grew company from serving approximately 100 clients to 400 clients and grew staff from 4 to 24 in period of twelve years.
- Contributed to and maintained 100% successful implementation rate of studies performed for clients.

Primitive Logic, Inc., San Francisco, CA

Human Resources Director, 2000-2002

- Supported 50 employees, focusing on organizational development, program implementation, and coaching, resulting in an efficient and healthy organization.
- Pulled all HR functions under one umbrella, thereby allowing executive management to focus on company operations.
- Managed entire recruiting process and coordination resulting in the company's growth of over 100% within one year.

- Planned, directed and carried out employment policies with the goal of reducing cost, safeguarding company culture, and keeping employee morale high.
- Handled all employee relations issues to ensure a productive work environment and to minimize company liability: grievances; counseling; workplace investigations; terminations.
- Created a structured termination process resulting in smoothly administered workforce reductions.
- Managed and redesigned all employee services: new-hire orientation; benefits; employee reviews; employee mentoring program; training; employee morale; record-keeping.
- Created all employment related contracts: offer letters, non-disclosure agreements, stock option agreements, independent consultant contracts; separation/release-of-claims agreements.
- Managed applications for immigration visas, including H-1B's and Labor Certifications.

Mission National Bank, San Francisco, CA

HR Manager/Administrative Officer, 1998-2000

- As Executive Officer and member of Senior Management team, served as HR Manager, Bank Security Officer, Bank Secrecy Act Officer, Administrative Officer, Supervisor of Merchant Credit Card Program, Supervisor of Research, ACH and check processing, and provided back-up for MIS troubleshooting and other technical issues; supervised two people.
- As head of HR department, redesigned HR infrastructure, and the following HR functions: training, payroll, compensation, benefits administration, employee grievance and conflict resolution.
- Maintained and implemented updated employment policies. Responsible for hiring, new-hire orientation, and terminations. Advised Senior Management and Board of Directors on HR issues, labor law updates, business conduct and ethics, as well as compensation structure to ensure legal compliance, adherence to overall business goals, reduction of cost, and employee retention.

PROFESSIONAL AFFILIATIONS

- California Public Employer Labor Relations Association
- National Public Employer Labor Relations Association
- Public Employer Labor Relations Association of California
- International Public Management Association
- Society of Human Resource Management
- Northern California Human Resource Association
- California Chamber of Commerce
- California Association of Sanitation Agencies
- California Special Districts Association
- League of California Cities

EDUCATION

MBA – International Business, University of San Francisco, Beta Gamma Sigma Honorary Society

MA – English and Russian languages and literature; teaching credentials; University of Vienna, Austria

SPHR – Senior Professional Human Resource Certificate

Alyssa Thompson, Ph.D.

PROFESSIONAL EXPERIENCE

Senior Project Manager, Koff & Associates

February 2007 – present

- Provide project management and support on classification and compensation studies for public sector clients, including cities, counties, school districts, and special districts.
- Classification studies: conduct employee interviews; analyze and develop recommendations for position allocation; develop classification specifications.
- Compensation studies: data collection and analysis; develop compensation recommendations and implementation plans.
- Serve as lead and/or participate in special projects, including recruitment, pay for performance program development and training, audits, and other special projects.

Research Assistant, Alliant International University, Marshall Goldsmith School of Management

January 2006 – June 2007

- Assist professor in research study focusing on identifying essential organization development competencies.
- Research and synthesize literature on organization development competencies and adult learning theory.
- Work with professor to write research proposal for Institutional Review Board (Human Participants Committee) approval. Received approval to conduct research project.
- Design and conduct research, including both qualitative (structured interviews) and quantitative (survey) methods; analyze data and develop recommendations.

Teaching Assistant, Alliant International University, Marshall Goldsmith School of Management

August 2005 – May 2006

- Assist professor in teaching of Psychometrics, Statistics, and Research Design class in organizational psychology PhD program.
- Independently teach one hour each week.
- Develop lesson plans focused on developing a research design and using SPSS for statistical analysis, interpretation, and presentation of results.
- Facilitate group discussions.

Human Resources Associate, The J. David Gladstone Institutes

July 2000 – February 2007

Compensation

- Assist in coordination of compensation program, including developing and administering salary surveys, data collection, analysis of survey results, and proposing merit budget and salary increase recommendations.
- Work with senior management on implementation of annual merit increase program.

- Recommend adjustments to salary structure based on market data and cost of living adjustments.
- Research, analyze, and provide recommendations to address salary grade adjustments for internal positions; assess and ensure internal and external equity of salaries for each position.
- Help administer annual performance evaluation program; conduct performance appraisal training sessions to assist managers in completing evaluations.
- Assist in development of new and modifications to existing job descriptions; maintain job description database.
- Evaluate and recommend EEO and FLSA status and salary grades for new and existing positions.
- Assist with creating offer proposals for new hires to ensure internal and external equity in salary.

Affirmative Action Program

- Coordinate annual affirmative action program.
- Accurately collect and analyze data; apply and interpret statistical tests to identify key areas of development; provide recommendations to address areas of development.

International Visa

- Coordinate processing of international visas for all employees.
- Maintain tracking system of visa status.
- Serve as a liaison between employees and visa representatives and attorneys; resolve visa and immigration issues; understand and apply basic immigration and visa regulations.

Other Generalist Responsibilities:

- Maintain HRIS databases and integrity of the data.
- Ensure compliance with monthly Department of Labor reporting regulations.
- Generate all human resources reports; provide analysis of reports, as requested.
- Member of the Diversity Leadership Team and Student Minority Outreach Committee. Assist in coordinating graduate student and student intern programs.
- Assist recruitment function, including updating job postings, sorting and screening resumes and applications, developing tests and assessments, and interviewing.
- Assist in annual audit of personnel files to ensure compliance with applicable regulations.
- Assist in temporary agency placements.

EDUCATION

University of California, Davis

BA in Psychology awarded March 2000

Alliant International University

Ph.D. in Organizational Psychology awarded November 2012

CYNTHIA M. HARARY

PROFESSIONAL EXPERIENCE

November 2015 – Present

Consultant, Koff & Associates, Berkeley CA

- Provide support on classification and compensation studies for public sector clients including cities, counties, school districts, and special districts.
- Classification studies: analyze and develop recommendations for position allocation; develop classification specifications.
- Compensation studies: data collection and analysis

January 2000 to November 2015

Consultant, Creative Management Solutions, Inc., Anaheim CA

- Provided support on classification and compensation studies for public sector clients including cities, counties, school districts, and special districts.
- Classification: analyzed and developed recommendations for position allocation; developed classification specifications.
- Compensation: data collection and analysis; provided salary adjustment recommendations; created internal salary relationship charts; made salary range recommendations.
- Assisted with maintenance of compensation and benefit database (CalPACS), providing public sector agencies comparative compensation information.

October 1988 to July 1998

1992 – 1998 Human Resources Analyst I/II, City of Whittier, Whittier CA

1991 – 1992 Human Resources Assistant, City of Whittier, Whittier CA

1988 – 1991 Secretary to the Human Resources Director, City of Whittier, Whittier CA

- Provided support on classification and compensation studies for a wide variety of city job classifications; analyzed and developed recommendations for position allocation; developed classification specifications.
- Compensation: data collection and analysis; provided salary adjustment recommendations; made salary range recommendations.
- Performed all phases of recruitments including screening of applications; coordination of interview panels; developed interview questions and guidelines; developed and administered written examinations, supplemental questionnaires, and skills testing.
- Assisted managers with understanding and implementing employee disciplinary actions and following personnel rules and regulations. Developed, implemented, and interpreted policies to ensure compliance with Federal Regulations. Responded to DFEH/EEO discrimination complaints and unemployment insurance claims. Developed an employee customer service notebook. Assisted in managing the Human Resources Department budget.
- Developed and conducted staff training programs on customer service, new employee orientation, and heat exhaustion programs for field employees. Participated in the formulation of a training

consortium which provided supervisory and employee relations training at a reduced cost to agency members.

- Assisted management during employee labor contract negotiations with sworn and miscellaneous represented employee groups.
- Developed and coordinated citywide employee safety training programs including CPR, First Aid, Bloodborne Pathogens, DOT Drug and Alcohol Testing regulations, and Respiratory Protection Program.
- Assisted in the supervision of clerical support staff. Coordinated City's Workfare program for Welfare recipients.

February 1987 to October 1988

Customer Service Clerk, *City of Whittier, Whittier CA*

- Provided customer service support to Public Works Department with water and sanitation accounts; processed work orders; prepared billings and attended to billing issues; collected payments; entered new accounts into computer system.
- Assisted customers via telephone and at public counter; resolved issues and complaints.
- Operated radio to dispatch field personnel for a variety of routine and emergency service calls.
- Performed basic clerical work including copying, typing, and filing paperwork; maintained a variety of spreadsheets, logs, and records related to water and sanitation services; processed purchase order requests, and inventory requests; ordered supplies and maintained inventory.

EDUCATION

California State University, Long Beach

Bachelor's Degree, Broadcast Journalism

KELLY A. BASOCO, SPHR, SHRM-SCP, PHRca

Professional Experience

June 2015 – Present

Principal Human Resources Consultant, *Encompass Consulting, Upland, CA*

- Experienced human resources consultant offering HR solutions to businesses.
- Perform compensation surveys and classification studies for the public sector.
- Audit management practices to ensure compliance with state and federal laws. Develop handbooks, policies and procedures to align with company culture and adhere to state and federal laws. Create job descriptions following the Americans with Disabilities Act and the Fair Labor Standards Act.
- Perform compensation and wage surveys. Implement performance management systems including performance appraisals, PIPs, promotions and succession planning.
- Conduct confidential and complex workplace investigations and present outcomes to C-suite executives. Consult with management on legal disciplinary and termination practices.

October 2014 – June 2015

Director, Human Resources, *Parco Inc., Ontario, CA*

- Directed corporate HR operations in multiple states on matters related to acquisitions, recruitment, benefits administration, compensation planning, employee relations and performance development initiatives.
- Created corporate-wide HR systems (onboarding and termination procedures, pre-employment testing, absence tracking, FMLA leave and vacation processes).
- Managed performance review process to meet company needs and identify high potentials

April 2010 -- October 2014

Human Resources Manager, *3M, Oak Hills, CA and Montrose, CO*

- Drove talent management initiatives by facilitating performance improvement plans, rewarding high performers, facilitating departure of poor performers and identifying potential leaders. Established a site recruitment program improving the quality of applicants and reducing time to fill of vacant positions.
- Established reward and recognition programs to acknowledge employees' contributions to business objectives and to enhance engagement. Organized Employee Opinion Surveys, presented findings during plant-wide meetings, and directed improvement action plans.
- Developed an appraisal database system improving consistency and accountability in the non-exempt appraisal process.

January 2002 -- April 2010

Human Resources Manager, *Parker Hannifin, OH, MN, AR, NE*

- Coached leaders on effective behaviors. Coached employees on manager-employee and peer-peer relationships and organizational procedures and policies.
- Developed training for supervisors on policies and procedures to ensure consistency and share best practices.

EDUCATION

Notre Dame College, South Euclid, OH
Bachelor of Arts, Business Management, 2004

But new COI
is coming in
another week
or two (that
will have a 2018
expiration date)



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
03/06/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER LIC #0E77964 Integro Insurance Brokers 2300 Contra Costa Blvd Suite 375 Pleasant Hill, CA 94523	1-925-671-5110	CONTACT NAME: Eileen Hollander PHONE (A/C, No, Ext): 925-852-0445 E-MAIL ADDRESS: Eileen.Hollander@integrogroupp.com	FAX (A/C, No): 925-852-0495
INSURED Koff & Associates, Inc. 2835 7th Street Berkeley, CA 94710		INSURER(S) AFFORDING COVERAGE	
		INSURER A: SENTINEL INS CO LTD	NAIC # 11000
		INSURER B: HARTFORD ACCIDENT & IND CO	22357
		INSURER C: HARTFORD INS CO OF THE MIDWEST	37478
		INSURER D: HOUSTON CAS CO	42374
		INSURER E:	
		INSURER F:	

COVERAGES

CERTIFICATE NUMBER: 49283213

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			57 SBA AZ7015 SC	10/01/16	10/01/17	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000 \$
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY			57 UEC FM0428	10/01/16	10/01/17	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000 <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE			57 SBA AZ7015	10/01/16	10/01/17	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) if yes, describe under DESCRIPTION OF OPERATIONS below		<input type="checkbox"/> Y <input checked="" type="checkbox"/> N N/A	57 WEC LY6165	10/01/16	10/01/17	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
D	Professional Liability			H717-109374 CLAIMS-MADE	03/01/17	03/01/18	Each Claim 1,000,000 In the Aggregate 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Claims Made Date: 04/16/14

CERTIFICATE HOLDER**CANCELLATION**

Evidence of Insurance	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

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ACORD 25 (2016/03)
BrunyArgo
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**HOBSON CONSULTING SERVICES
P.O. BOX 2833
FULLERTON, CA 92837
(714) 514-2093**

September 19, 2017

Orange County Mosquito & Vector Control District
Attention: Administrative Services
13001 Garden Grove Boulevard
Garden Grove, California 92843

SUBJECT: RFP – Classification & Compensation Study

Attached is a proposal for participation in the planned classification and compensation study.

I appreciate the opportunity to submit a proposal and your time in considering the proposal

Thank you,



Vonda Hobson
Sole Proprietor

**HOBSON CONSULTING SERVICES
P.O. BOX 2833
FULLERTON, CA 92837
(714) 514-2093**

**PROPOSAL TO PROVIDE CONSULTING SERVICES
CLASSIFICATION & COMPENSATION STUDY 2017
September 19, 2017**

I. SCOPE OF WORK

The consultant will conduct an employee classification and compensation study for the District which will include review and update of class specifications and development of an updated classification and compensation plan. The study will encompass approximately sixty-five (65) full-time positions and forty-three (43) extra-help positions in thirty-seven (37) existing classifications.

The consultant will provide the following services:

Class Specification Review Component

- A. Review all current class specifications and analyze knowledge, skill, ability, education and experience requirements related to essential functions (including physical requirements and work environment); minimum qualifications, position definitions, distinguishing characteristics, supervision exercised, and special requirements including licensing and certification requirements.
- B. Develop format template for up-to-date, accurate class specifications for all current positions to reflect current roles, responsibilities and requirements for the position and ensure accurate FLSA designation and other related factors, as well as insure compliance with personnel best practices for class specifications. (Subject to District approval)
- C. Revise all current class specifications using the approved format.
- D. Recommend any new classifications needed and develop class specifications for any new classifications recommended as a result of the study, including recommendation on FLSA designation.
- E. Recommend deletion of obsolete or unnecessary classifications.

Classification Review Component

- A. Assist the District in developing a communication to be distributed to all employees informing them of the pending study and the process.
- B. Develop a position questionnaire for completion by all incumbents included in the study and review/comment by the incumbent's supervisor. Content of the questionnaire to be approved and distributed to all affected employees by the District

- C. Review all completed questionnaires relative to current class specifications in order to determine where changes in roles may have occurred and identify areas requiring clarification during classification audit meetings.
- D. Conduct classification audit meetings with at least one incumbent in each professional and technical classification and any special assignment positions within multiple incumbent classifications, as needed, to insure accurate information about their duties and responsibilities, and analyze the data obtained from those meetings. Interviews will include an explanation of the process for the employee's understanding and comfort level.
- E. Identify any classification situations that support establishment of new classifications, change in classification series structure, pay range reallocations or other similar issues.
- F. Speak with supervisors or managers directly in any instances where their clarification of the employee's responsibilities is needed.
- G. Provide an initial report of tentative recommendations for classification of each position and identify all specific position changes and justification for those change recommendations.
- H. Meet with District management to discuss any questions, concerns, or additional requests they may have and take the necessary steps to address those issues and finalize recommendations.

Salary Survey Component

- A. Develop a salary survey document to gather comparative salary data, including budgets, salary ranges for related classifications, and PERS rates and costs, subject to approval of District management. Provide descriptions of class concepts and instructions for completion to survey recipients.
- B. Conduct a salary survey of other public sector mosquito/vector control related entities in the Southern California area to gather salary data for all classifications in the District. This will include the following entities (subject to concurrence of District Management). Since the majority of these do not provide internet access to the data needed, this will be accomplished by use of an email survey along with telephone inquiries as needed:

Southern California Vector Control Districts

- Antelope Valley MVCD
- Coachella Valley MVCD
- Greater Los Angeles County VCD
- LA West VCD
- Santa Barbara County MV Mgmt District
- Northwest MVCD
- San Gabriel Valley MVCD
- West Valley MVCD

County Department Vector Control Functions

- Imperial County VC
- Long Beach VC Program
- Owens Valley MA Program (Inyo/Mono Counties)
- Pasadena VC
- Riverside County VC Program
- San Bernardino County MVC
- San Diego County VC
- Ventura County VC

We will also gather salary data relative to the general office support, administrative and management classifications only from some of the surrounding Orange County cities that would be areas where we might expect to find candidates for OCMVCD jobs of these classifications. This would be accomplished through access of available online data and telephone inquiries. It is proposed that this include the following cities: (District Management may substitute other cities if desired)

- City of Anaheim
 - City of Buena Park
 - City of Fountain Valley
 - City of Fullerton
 - City of Garden Grove
 - City of Huntington Beach
 - City of Irvine
 - City of Orange
 - City of Tustin
 - City of Westminster
- C. Review, analyze and summarize the data obtained to validate comparability of positions provided submitted by the recipient, and analyze/select the most relevant sources for salary comparison against the current OCMVCD salary structure.
 - D. Develop salary recommendations to include external comparisons and internal relationships and provide salary recommendations for all new classifications.
 - E. Provide an initial report detailing salary comparison data, recommendations and justifications for District management review and attend meeting(s) as needed to discuss the findings and recommendations.
 - F. Develop and present recommendations for appropriate internal salary relationships and guidelines for implementation of those relationships. Report to include salary ranking charts and graphs, as well as alternatives for salary structure.
 - G. Develop guidelines for internal salary relationships.

- H. Meet with District management to discuss any questions, concerns, or additional requests they may have and take necessary action to address those issues and finalize recommendations.

II. REPORTS OF FINDINGS

- A. Provide monthly progress reports to the Director of Administrative Services.
- B. Submit a draft comprehensive classification and compensation plan report, including identification of methodology, executive summary and estimated fiscal impact of any salary change recommendations for district review.
- C. Meet with District management to discuss any questions, concerns or additional requests they may have and take actions necessary to address those issues and develop a final classification and compensation plan report.
- D. Provide a final comprehensive classification and compensation plan report.

III. PLAN IMPLEMENTATION

- A. Provide plan implementation support as needed, including:
 - Allocation of positions to appropriate job classifications
 - Assist District with developing communication of final allocations if needed

IV. GENERAL MEETINGS

- A. Attend up to ten (10) hours of meetings throughout the process, as required by the District to explain methodology, discuss survey results, provide interpretations and clarifications or other issues.

V. PROPOSED TIMELINE

CLASSIFICATION REVIEW COMPONENT	
Finalize position questionnaire; provide notice to employees and distribute questionnaires to employees; establish deadline for submittal (4 weeks)	As soon as practicable after 11/1/17
Employees complete questionnaires; supervisors review and comment on responses	11/13/17 – 12/8/17
Receive/review employee questionnaires and conduct analysis; develop questions for incumbents	12/4/17 – 1/31/18
Conduct and document classification audit interviews and analyze need for classification changes and/or new classifications	
Provide tentative classification recommendations to District for discussion	2/12/18
Additional analysis as needed to address District concerns/requests for further review	2/13/18 – 2/20/18

Provide final classification recommendations to District for discussion	3/13/18
SALARY STUDY COMPONENT	
Develop salary survey instrument and finalize list of entities to be surveyed with District concurrence	11/1/17 – 11/15/17
Obtain District concurrence with salary data collection specifics	11/15/17
Revise/finalize survey instrument and distribute; establish deadline for submittal (1/3/18)	11/15/17 – 11/27/17
Receive/review recipient responses, analyze/validate data received and document in spreadsheet form	12/15/17 – 1/10/18
Conduct follow-up to obtain responses from survey participants who have not responded and contact participant representatives to clarify or obtain additional information as needed	1/3/18 – 1/17/18
Analyze salary data to determine most relevant entities for comparison to OCMVCD	1/3/18 – 2/15/18
Document data from most relevant entities in spreadsheet form and prepare charts and graphs as needed	
Develop recommendations for internal salary relationship guidelines	2/2/18 – 2/15/18
Prepare draft report of tentative salary recommendations to District and discuss with District management	2/19/18
Additional analysis as needed to address District concerns/requests for further review	2/20/18 – 2/28/18
Provide final salary recommendations to District for discussion	4/2/18
CLASS SPECIFICATION COMPONENT	
Review all existing class specifications for format, content adherence to best personnel practices, ADA and FLSA requirements	11/1/17 – 12/4/17
Develop recommended format template for District approval	12/15/17
Revise all existing class specifications as needed	
Develop new class specifications for any new classifications recommended	3/5/18 - 4/6/18
Provide Tentative Recommendations for class specification changes to District	4/13/18
Revise class specifications as needed to address District concerns/requests for further review	4/16/18 – 4/20/18
Provide final class specifications recommendations to District	4/30/18
REPORT OF FINDINGS	
Prepare draft comprehensive classification and compensation plan report, including summary of recommended changes and fiscal impact	4/2/18 – 4/16/18
Provide draft report to District for discussion	4/17/18
Revise and/or add detail to the draft report to address any District questions or concerns	4/19/18 – 4/30/18
Provide final comprehensive classification and compensation plan report and submit to District	5/1/18

VI. PRICING

The cost for all items included in the scope of work outlined above is:

\$46,000

Payment of Fees:

- 25% upon completion of the Classification Review Component
- 25% upon completion of the Salary Survey Component
- 25% upon completion of the Class Specification Review Component
- 25% upon full satisfaction of the contract/completion of the study

Fees payable to: Vonda Hobson
P.O. Box 2833
Fullerton, CA 92837

Implementation Support

Additional duties may be added with consultant concurrence, at the rate of \$70.00 per hour. These ay include such things as:

- Consultant attendance at meetings with District management/staff beyond those included in the table above.
- Consultant participation in presenting conclusions and recommendations to employees and responding to questions and/or concerns.
- Consultant development and administration of an employee review process that will allow employees and supervisors to review draft class specifications and provide input prior to finalization to completion of recommended/accepted revisions.
- Assist District with development of new salary schedule document(s) if needed.
- Others to be determined by the District.

VII. VENDOR INFORMATION

Hobson Consulting Services
P.O. Box 2833
Fullerton, CA 92837
(714) 514-2093

Principal: Vonda Hobson, Sole Practitioner

Experience:

I have worked as a Human Resources generalist for city and county government entities for forty (40) years. Every position I have held over those years, at both analyst and manager levels, included classification and compensation responsibilities, as well as other duties in employee relations, negotiations, recruitment, benefits, etc. For approximately one year, I served as the assistant classification manager where I had responsibility for reviewing and approving classification studies prepared by analysts in various County departments. During that time, I served as the lead analyst over a team of 12 other analysts in conducting a county-wide study of over 500 accounting clerical positions and 128 accounting supervisor positions, including development of two new, complex series and development of an allocation plan for those positions.

Since 2006, I have specialized in classification and compensation work. and worked as a consultant for the City of Irvine under a consultant contract. Following that, I worked as the sole classification and compensation analyst for the City of Irvine (full-time and part-time) for ten (10) years. In 2015-16, while continuing my part-time employment with the City of Irvine, I completed a classification and compensation consultant study for the City of Stanton which included all of the components included in the District's RFP.

I have attached a copy of my resume additional information.

References:

City of Irvine:

Brian King, HR Administrator
(949) 724-7445
bking@cityofirvine.org

City of Stanton:

Stephen Parker, Admin. Services Director
(714) 890-4226
sparker@ci.stanton.ca.us

VIII. INSURANCE

Attached are:

1. Certificate of business liability insurance from the Hartford Company, naming the District as an additional insured.
2. Copy of the Coverages and Limits statement for my AAA automobile insurance policy provisions.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
9/18/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

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PRODUCER NUTMEG INSURANCE AGENCY INC/PHS 508229 P: F: PO BOX 33015 SAN ANTONIO TX 78265	CONTACT NAME:		
	PHONE (A/C, No, Ext):	FAX (A/C, No):	
	E-MAIL ADDRESS:		
INSURED VONDA HOBSON DBA HOBSON CONSULTING SERVICES PO BOX 2833 FULLERTON CA 92837	INSURER(S) AFFORDING COVERAGE		NAIC#
	INSURER A: Sentinel Ins Co LTD		11000
	INSURER B:		
	INSURER C:		
	INSURER D:		
	INSURER E:		
INSURER F:			

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

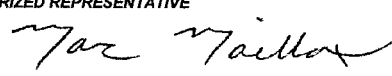
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> General Liab	X		46 SBU UM3471	04/13/2017	04/13/2018	EACH OCCURRENCE	\$1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$1,000,000
	MED EXP (Any one person)						\$10,000	
	PERSONAL & ADV INJURY						\$1,000,000	
	GENERAL AGGREGATE						\$2,000,000	
	PRODUCTS - COM/OP AGG						\$2,000,000	
							\$	
	GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:							
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident)	\$
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
								\$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED: RETENTION \$						EACH OCCURRENCE	\$
							AGGREGATE	\$
								\$
								\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				PER STATUTE	OTH-ER
							E.L. EACH ACCIDENT	\$
							E.L. DISEASE- EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Those usual to the Insured's Operations. Certificate holder is an additional insured per the Business Liability Coverage Form SS 00 08 attached to this policy.

CERTIFICATE HOLDER **CANCELLATION**

ORANGE COUNTY MOSQUITO & VECTOR CONTROL DISTRICT 13001 GARDEN GROVE BLVD GARDEN GROVE, CA 92843	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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Interinsurance Exchange of the Automobile Club

Automobile Insurance Policy Coverages and Limits

New Business Declarations



Insurance is in effect only for the vehicles, coverages, and limits of liability shown on this declarations page and as set forth in the insurance policy and endorsements. These declarations, together with the contract and the endorsements in effect, complete your policy. If any change to your policy or to the information we have on file results in a premium decrease during the policy period, the Interinsurance Exchange reserves the right to apply any refund due to your outstanding balance.

NAMED INSURED (Item 1.)	
HOBSON, VONDA 1607 W. FERN DRIVE FULLERTON CA 92833-2333	AUTO POLICY NUMBER: CAA 114458857 POLICY PERIOD (PACIFIC STANDARD TIME) POLICY EFFECTIVE DATE: 03-26-17 12:01 A.M. POLICY EXPIRATION DATE: 03-26-18 12:01 A.M.

VEHICLES									
VEH. NO.	YEAR	MAKE	MODEL	IDENTIFICATION NUMBER	VEHICLE USE	GARAGE ZIP CODE	ANNUAL MILES	VERIFIED MILEAGE	SALVAGE
1	2016	HYUN	TUCSON	KM8J33A24GU227705	COMMUTE	92833	10,001 - 12,500	VERIFIED	NO

COVERAGES AND LIMITS						ANNUAL PREMIUMS				
Coverage is not in effect unless a premium or the word "included" is shown.										
COVERAGES	LIMITS OF LIABILITY					Vehicle 1	Vehicle	Vehicle	Vehicle	Vehicle
Liability										
Bodily Injury	\$250,000	each person/	\$500,000	each occurrence		\$ 590				
Property Damage	\$100,000	each occurrence				\$ 458				
Medical										
						No Coverage				
Physical Damage (Actual Cash Value unless otherwise stated, less deductible)										
	Vehicle 1	Vehicle	Vehicle	Vehicle	Vehicle					
Comprehensive (Less Deductible)	ACV \$500					\$ 29				
Collision (Less Deductible)	ACV \$1000					\$ 594				
Car Rental Expense (Per Day)	\$35					\$ 77				
Uninsured Motorist										
Bodily Injury - Uninsured & Underinsured Vehicles	\$250,000	each person/	\$500,000	each accident		\$ 107				
Uninsured Deductible Waiver						Included				
Uninsured Collision						No Coverage				
Total Premium						\$ 1855				

PREMIUM DISCOUNTS

Please refer to the enclosed document entitled "Premium Discounts Applied to Your Automobile Policy."

* If at any time you choose to pay less than the full balance outstanding, finance charges of up to 1.5% per month of the balance outstanding will apply as explained in your billing statements, which are part of these declarations.

"No Coverage" indicates coverage not purchased.

Total Annual Premium* (Includes all applicable discounts.)	\$ 1855
Net Premium*	\$ 1855

RESUME OF QUALIFICATIONS FOR

VONDA L. HOBSON
1607 W. Fern Drive
Fullerton, CA 92833
(714) 446-8647 Home
(714) 514-2093 Cell

OBJECTIVE: To obtain an opportunity to provide Classification and Compensation Consultant services for public entities that will utilize my experience and expertise in the field for the benefit of the entity.

EMPLOYMENT:

April 2006 - 4/4/17 **City of Irvine/Human Resources - Irvine, California**
Human Resources Consultant – Classification/ Compensation (2006-2007)
Human Resources Analyst II FT– Classification/Compensation/Payroll (2007-2010)
Human Resources Analyst II P/T Retiree – Classification/Compensation (2010-4/4/17)
Conducted classification reviews and interviewed incumbents and/or supervisors as needed; independently conducted annual review of 20% of the City's classifications. Prepared class specifications; rated positions on the point factor rating system and recommended appropriate salary grade, bargaining unit, FLSA designation and minimum qualifications. Maintained and reconciled position control records and various classification records and documents. Conducted negotiations related research and cost analysis and completed a wide variety of special projects as assigned.

July 2005 - April 2006 **Interim Human Resources Consultant** – City of San Clemente – San Clemente, California
General Human Resources support during medical leave of full-time HR Analyst. Provided support for employee relations issues, classification/compensation, recruitment and benefits; coordinated annual Benefits Fair.

July 1980 - July 2005 County of Orange – Santa Ana, California
Administrative Manager I – 1996 – 2005
Integrated Waste Management Department (IWMD) - 2002-2005
Public Facilities & Resources Department (PFRD) - 1996-2002
Orange County Fire Department/Authority (OCFA) - 1994-1996

Acted as Human Resources Team Manager for assigned County departments; managed a wide range of HR functions for the department including employee relations, discipline, grievances, recruitment, negotiations support, classification and benefits issues. Frequently interfaced with centralized Human Resources on issues impacting areas beyond the department. Supervised up to ten employees including Senior HR Analyst, HR Analyst, Recruiter, HRIS and office support positions. During the County restructuring in 1996, while assigned to PFRD (formerly EMA), I managed the HR elements related to combining GSA, Planning and EMA departments and the resulting reassignments and layoffs of employees from all three departments. During the assignment to IWMD, I developed the department's succession plan, created a supervisor handbook for implementation of the newly established performance management plan and managed the development of core competencies for all department positions.

Senior Staff Analyst – 1992 – 1994
County of Orange/Human Resources/Employee Relations – 1993-1994
Served as Chief Negotiator for multiple units; provided negotiations support and research for other unit negotiations. Performed in an advisory role to department teams on employee

relations issues; held grievance meetings, investigated and responded to grievances; provided arbitration support; conducted mediations. Supervise and trained one Employee Relations Analyst trainee.

County of Orange/Human Resources/Social Services Agency -1992-1993

Assigned as Assistant HR Manager for SSA/Human Resources; supported agency in the full range of HR-related matters and acted for the HR Manager as needed; supervision of two HR analysts, one recruiter and one office support position. Responsible for day-to-day management of all HR activities for the Financial Assistance Division (1,600 employees), including employee relations and discipline.

Staff Analyst III – 1981 – 1992

Provided Human Resources generalist support to various departments. Generalist duties included classification/compensation, employee relations, interpretation of MOUs, disciplinary actions, and negotiations support. This period included one year as Assistant Classification Manager during which time I acted as the lead analyst on a 12-analyst team to study over 500 accounting clerical and 128 accounting supervisor positions countywide, establishment of two new multi-level classification series and development of allocation guides. It also included a two year assignment to the Employee Relations Division providing advice to departmental HR team staff, investigating and responding to grievances, reviewing and approving disciplinary documents prepared by department team members, acting as chief negotiator for caucus groups, and providing support for negotiations, mediations and arbitrations.

July 1977 -
June 1981

Executive Assistant II

Orange County Board of Supervisors

Research and analyze policy issues; major emphasis on problem-solving. Heavy constituent contact and issue resolution; represent Supervisor with the public, County departments and other agencies; interact with officials at all levels. Prepare and analyze budgets; conduct analysis, research and preparation for reports and proposals to the Board, including talking points for the Supervisor's presentation of the items.

EDUCATION:

AA Degree, Goldenwest College, 1977

TRAINING:

Participated in a wide range of training classes– 1977 to present
Includes HR-specific, supervision, negotiations, and general skills training



REGIONAL
GOVERNMENT
SERVICES

SERVING PUBLIC AGENCIES SINCE 2002

A Proposal to Orange
County Mosquito and
Vector Control District for
Classification and
Compensation Study 2017



**REGIONAL
GOVERNMENT
SERVICES**

SERVING PUBLIC AGENCIES SINCE 2002

September 20, 2017

Ms. Wendy Goodson, Director of Administrative Services

ORANGE COUNTY MOSQUITO & VECTOR CONTROL DISTRICT

13001 Garden Grove Boulevard

Garden Grove, California 92843

**RE: ORANGE COUNTY MOSQUITO & VECTOR CONTROL DISTRICT
CLASSIFICATION AND COMPENSATION STUDY 2017**

Dear Ms. Goodson,

Thank you for providing Regional Government Services (RGS) the opportunity to submit this proposal to conduct a classification and compensation study. RGS is a unique, fee-supported, non-profit government agency specializing in public-sector administration and consulting services. RGS exclusively serves public agencies and employs experienced public-sector professionals to assist our partner agencies.

We feel confident that you will find our work plan provides for ample time, tools, and support to meet or exceed the objectives listed in the scope of work. RGS has a solid and respected reputation with the public agencies we serve for timely, cost efficient delivery and effective implementation. RGS has the resources to deliver future classification and compensation plan maintenance, and provide services in the areas of staff guidance and training. As a public agency, we understand the needs and requirements of public agencies.

Regional Government Services provides a variety of human resources services including classification, compensation, and organizational development. RGS was established in 2001 to provide administrative support, consulting services, and talent resources specifically to other California public agencies. RGS is a joint powers authority (JPA) providing services to cities, special districts, counties, other JPAs, and special consortiums of government agencies throughout California. We have over 100 advisors working throughout the State.

Please see Exhibit D – Additions, Deletions and/or Exceptions of our proposal in regards to Orange County Mosquito and Vector Control District's terms and conditions as outlined in the Classification and Compensation Study 2017 Request for Proposals. RGS acknowledges that there has been no addenda issued for this RFP.

Wendy Goodson, Director of Administrative Services
September 20, 2017
Page 2

This proposal will remain valid for a 90-day period from the date this proposal is opened. Please feel free to contact Ms. Irene Mosley at (650) 587-7300 X53 (imosley@rgs.ca.gov) or Ms. Sophia Selivanoff at (650) 587-7315 (sselivanoff@rgs.ca.gov) for any clarification regarding this submittal. I am the RGS representative authorized to negotiate and obligate contracts on behalf of RGS. I can be reached at (650) 587-7316 or via email at jbower@rgs.ca.gov.

Sincerely,



Jennifer Bower, Director of Administrative Services
REGIONAL GOVERNMENT SERVICES

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CLASSIFICATION AND SALARY SURVEY PROPOSAL

REGIONAL GOVERNMENT SERVICES

ORGANIZATION

Regional Government Services (RGS) is a joint-powers authority (JPA) established in 2001 to provide administrative support, and talent resources to other California public agencies. We have over 100 employees throughout California serving more than 150 cities, special districts, counties, other JPAs and special consortiums of government agencies. RGS provides consulting services in the areas of human resources and financial management, organizational development, community engagement, and strategic planning and more to public agencies.

Our Executive Director and Chief Financial Officer, Richard Averett, has worked with the Board of Directors since the JPA's inception to implement the Authority's strategic plan. Jennifer Bower, Administrative Services Director for RGS since 2005, oversees a variety of internal and external support services including partner agency contracting processes and staff assignments, as well as being responsible for all human resources programs, payroll, training services, and assists partner agencies (clients) in identifying needs and assigning Authority staff to meet those needs. Sophia Selivanoff, Director of Human Resources Services, joined RGS in 2009, and directs and manages all RGS human resources services provided to partner agencies, develops new business and partner relationships, and supervises all human resources team members throughout the Authority.

UNIQUE PROFESSIONAL QUALIFICATIONS

RGS's organizational model is built on the concept of functional and project teams and a collaborative relationship with our partner agencies, the clients to whom RGS provides services. Advisors work within and across teams in various roles, serving as leads or delivering services as required for the team function or project. RGS understands the opportunities and challenges of collaborating with all key stakeholders in developing accurate and compliant classification structures and descriptions and fair, equitable, and competitive compensation systems. At RGS, we have developed a unique approach to offering consistency of service, ensuring each project has dedicated key team members, and flexibly applying the skills and knowledge obtained from both the availability of seasoned RGS subject matter experts as well as our colleagues at the over 150 public sector partners agencies with which we work.

RGS has a solid and respected reputation with the public agencies we serve for timely, cost efficient delivery and effective implementation. As a public agency, we understand the needs and requirements of public agencies.

DESCRIPTION OF EXPERIENCE

Since 2015, RGS advisor teams have completed over 100 compensation and classification studies for agencies throughout the State of California including municipalities, county organizations, water and wastewater districts, special districts, a municipal insurance agency, transportation

CLASSIFICATION AND SALARY SURVEY PROPOSAL

agencies, waste management agencies, and joint powers authorities. These studies have ranged from organization-wide comprehensive classification and compensation studies, to focused data collection and analysis in preparation for labor negotiations, to small focused position studies as part of an organizational development assessment or redesign. In offering classification and compensation services, we offer creative and effective solutions to enhance staff attraction, retention, and market competitiveness; promote parity throughout classification and compensation systems, and support the delivery of excellent public services.

Over the last several years, RGS has provided classification and compensation studies for many partner agencies including the following representative clients:

- City of Artesia
- City of Arvin
- City of Belmont
- City of Calistoga
- City of Industry
- City of Larkspur
- City of Mill Valley
- City of Morgan Hill
- City of Patterson
- City of Pittsburg
- City of Salinas
- City of Santa Cruz
- City of Solvang
- City of Windsor
- County of Marin
- Sonoma County Library
- Ironhouse Sanitary District
- Redwood Empire Municipal Insurance Fund
- Ross Valley Sanitary District
- San Mateo County Harbor District
- Placer Mosquito and Vector Control
- Sonoma County Employee's Retirement Association
- South Bayside Waste Management Authority
- Transportation Authority of Marin

In addition to classification and compensation studies, RGS regularly provides talent acquisition solutions, payroll administration, project and contract management, and organizational assessment studies, and provides other human resources consulting services including all levels of recruitment and selection, risk management and occupational safety, and disability and leave management services to public agencies throughout California.

OVERVIEW OF PROPOSED SERVICES

Orange County Mosquito & Vector Control District desires a qualified and experienced firm to provide human resources consulting services to conduct a classification and compensation study. In addition, the District would also like the consultant to address the following issues and provide recommendations:

CLASSIFICATION AND SALARY SURVEY PROPOSAL

- Review and assess the district's current classifications, job descriptions and compensation plan for all professional and technical positions (affected positions) as of June 30, 2017.
- Review and assess industry job classifications, job descriptions, compensation and related information.
- Develop survey material, conduct surveys and coordinate survey collection with affected positions.
- Complete internal salary relationship analysis, including the development of appropriate internal salary relationship guidelines.
- Update job classifications, job descriptions to reflect requirements such as essential functions, supervision exercised, minimum qualifications, exempt/nonexempt determinations pursuant to the Fair Labor Standards Act (FLSA), confidential designation pursuant to the Meyers-Millias-Brown Act and applicable requirements in compliance with the Americans with Disabilities Act (ADA).
- Coordinate and attend meetings throughout the process with District management to explain methodology, survey results, interpretations and clarifications.
- Provide and present final classification and compensation plans including fiscal impact reports that identify the financial implications associated with the recommendations.
- Provide proposed plan implementation support.

The goal is to provide Orange County Mosquito & Vector Control District with the following:

- Classification specifications that clearly and accurately reflect the work and responsibilities of each position.
- A classification system where classification titles and relationships are clear, effective, and as simple and intuitive as possible.
- Salary and classification recommendations that are understandable, administratively feasible, provide market competitiveness, and align with Orange County Mosquito & Vector Control District's compensation philosophy.
- A compensation and benefits study and report, including readily usable and easy to understand findings and recommendations, and supporting documentation that reflects the District's position in the market and options for improvement.
- A compensation study that reflects Orange County Mosquito & Vector Control District's position in the market.
- Fully developed, transparent, and understandable internal benchmarks relationship guidelines.
- Identification of career paths.
- An exploration and discussion of existing conditions and potential future mitigations for any identified impediments to recruitment, attraction, and retention.
- An overview of the fiscal impacts and potential financial implications of the recommendations.

CLASSIFICATION AND SALARY SURVEY PROPOSAL

- Guidelines to assist District staff in the ongoing maintenance and administration of classification and compensation plans consistent with the study methodology.
- Answers, suggestions, and recommendations that address the concerns and issues mentioned in the overview above.
- Staff support for study and plan implementation.

RGS is proposing to study sixty-five (65) full-time and forty-three (43) extra help positions representing thirty-seven (37) job classification including the District Manager. The following service will be provided (The District could request RGS to study only full-time positions at a reduced cost. RGS is open to discussing this option with the District.):

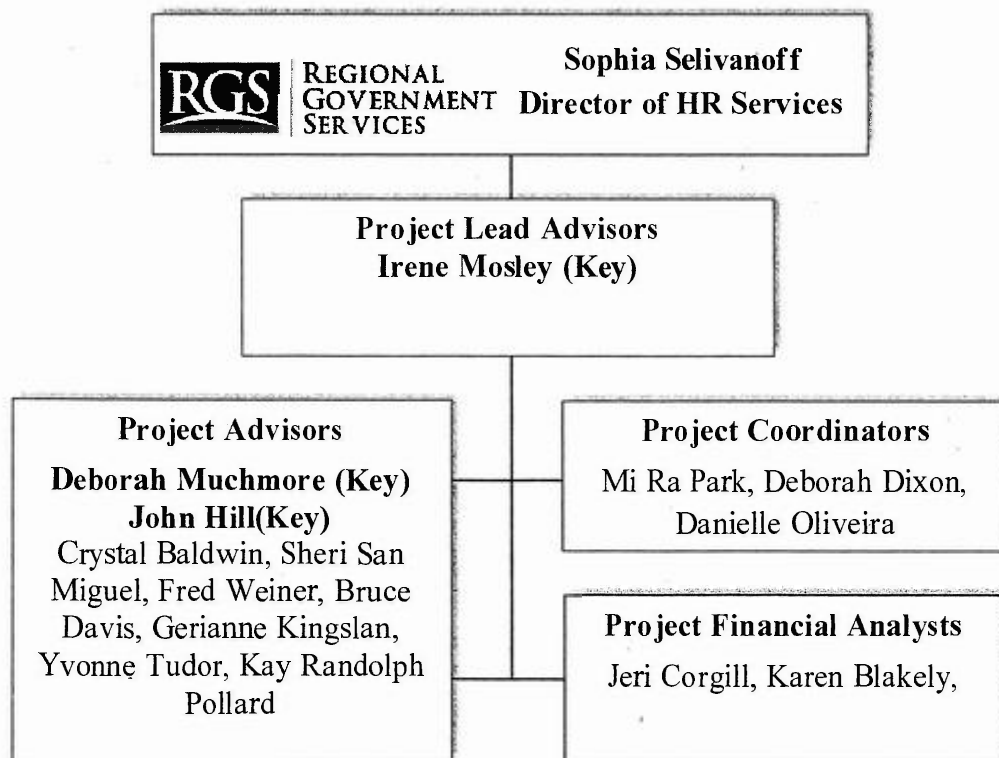
- Review all District job classifications and provide revised or new job classification descriptions that accurately describe the essential duties and minimum qualifications for each position and classification in the District.
- Provide confirmation where job titles and classifications are consistent with the work being performed, identification of obsolete job titles and classifications, and recommendations and job descriptions for new classifications and job titles, and reclassifications where indicated.
- Conduct and evaluation and assessment of job families and series to ensure that each position within a job family has a unique classification description and that the series of classifications within job families appropriately reflect a progressively higher skilled set of duties and responsibilities, generally requiring a greater level of experience and education, training, or certification.
- Conduct an assessment of internal parity issues found across the class plan based on a review and evaluation of compensable factors for positions performing work similar in scope, complexity, and responsibility or requiring similar levels of knowledge, skills, and abilities, to identify any internal parity or equity issues.
- Review organizational materials provided and develop an initial list of proposed comparators and benchmark classifications.
- Hold an initial meeting with the District and identified stakeholders to discuss issues, study methodology, the benefits and special pays to be surveyed, comparison agencies, and Consumer Price Index (CPI).
- Be available to assist with or participate in the development of a District communication plan to employees and stakeholders regarding the study, including informational meetings.
- Analyze the information collected and develop preliminary classification suggestions and recommendations.
- Communicate and offer to meet with the District and stakeholders by agreed upon dates to discuss the proposed comparator agencies and benchmark classifications.
- Conduct a compensation study using the agreed upon comparator agencies and benchmark positions. Collect benefit information as described in Task 4 below.

CLASSIFICATION AND SALARY SURVEY PROPOSAL

- Compare classifications not only by title but also based on the whole job including duties and responsibilities performed, supervision exercised and received, minimum qualifications, and knowledge and abilities required.
- Compare compensation and benefits offered by the District in relation that offered for similar classifications in the regional market.
- Record and present salary and benefit data collected.
- Conduct an internal analysis of compensation across the classification plan. Based on the analysis, develop a guideline for internal compensation relationships.
- Prepare compensation recommendations based on the totality of the above information.
- Develop and present a draft report to the District by the agreed upon timeline. Meet with District and key stakeholders to discuss the findings and recommendations in the draft report. Incorporate feedback into the final report.
- Complete, deliver, and present final report and recommendations.
- Develop and deliver instructional guidelines and provide ongoing support to District staff for implementation of the study recommendations and plan.

PROJECT TEAM ORGANIZATIONAL CHART

To illustrate our project team structure and lines of communication, we are providing the following project team organizational chart (key team member resumes follow):



CLASSIFICATION AND SALARY SURVEY PROPOSAL

RGS has sufficient staffing and resources to meet or exceed the District objectives and outcomes for this study. Senior Advisors/project leads will be available for implementation, contract rollout, reporting and systems questions, and will support the project team members and be available throughout the project. Key Project (noted in bold type) will be dedicated project members. Other project team members will provide periodic support and expertise.

TEAM KEY MEMBER RESUMES

Below is a summary of Team Key Member resumes. See attached Appendix for full resumes.

SOPHIA SELIVANOFF, DIRECTOR OF HUMAN RESOURCES SERVICES

Ms. Selivanoff is a Human Resources management generalist with over 25 years of experience in California local government. Ms. Selivanoff has a strong strategic focus on long-range human capital planning, both quantitative and qualitative; and the development of effective personnel administration systems. Ms. Selivanoff is highly experienced in employee relations, selection practices, project design and management, culture change, and integration of management systems. Other experiences include classification and compensation practices, labor relations, benefits design and administration, medical leave and disability management (industrial and non-industrial), policy development, complaint investigation and resolution, training design and delivery, legal compliance strategies and monitoring, payroll and HR staff supervision, and management of public-safety employment special issues, including supervision of background investigators. Ms. Selivanoff's role will be as a high-level point of escalation and consult throughout the study should the need occur.

IRENE MOSLEY, PROJECT ADVISOR

Irene Mosley brings over 27 years of professional human resources experience in public sector to RGS. She has worked in the City of Chula Vista, Sweetwater Union High School District, City of Santee (interim), and most recently City of Coronado (interim). Irene has overseen centralized full-service Human Resources departments in the areas of recruitments, classification and compensation, benefits, performance management, and employee and labor relations.

Irene joined RGS in 2017 as a Human Resources advisor. Irene holds a Bachelor's Degree in Public Administration and is also an IPMA Certified Professional. Irene will provide key expertise and analysis thought the study process as a Project Advisor to the City.

Irene has completed the following classification and compensation studies:

- Comprehensive City-wide classification study for the City of Chula Vista: Clerical, Paraprofessional/Technical, and Middle Management positions
- Review of exempt status for middle management positions in the City of Chula Vista.

CLASSIFICATION AND SALARY SURVEY PROPOSAL

- Development of individual classification review and appeal process for the City of Chula Vista
- Conducted comprehensive total compensation surveys for labor negotiations at the City of Chula Vista, City of Santee, and City of Coronado
- Conducted individual classification and compensation studies for senior management & executive positions at the City of Chula Vista.

Irene will act as the Lead Advisor for this project team, serving as a point of communication for the Agency's Project lead, and coordinating the major project activities and deliverables through collaboration with other team members and the District.

DEBORAH MUCHMORE, SPHR, SHRM-SCP, SENIOR ADVISOR/PROJECT LEAD

Deborah Muchmore brings over 25 years of professional level human resources and administrative services experience in both public and private sectors to RGS. For the past 15 years, she has worked in the public sector, with a specific focus since 2013 on the areas of classification and compensation, job analysis, recruitment and selection, and general human resources management. Deborah has extensive experience in classification and compensation studies, job analyses, and recruitment and selection for all classification levels including executive, administrative, professional, and technical.

In addition to holding a Bachelor of Science degree in Public Administration, Deborah has been a certified Senior Professional in Human Resources Management since 2014 through both the Human Resources Certification Institute (HRCI) and the Society for Human Resources Management (SHRM).

Deborah has served as the Human Resources Manager for the Sonoma County Water Agency and a recruitment, classification, and compensation analyst for the County of Sonoma before joining RGS. Since joining RGS, she has served as Human Resources Manager for the Ross Valley Sanitation District. A partial list of her experiences conducting classification and compensation studies is provided below.

- Department-wide classification study for the Ross Valley Sanitary District Business and Administrative Services Department – Development of a new classification and salary range, and alignment of classes into a department series and career path.
- Comprehensive total compensation and benefits study for the City of Solvang
- Classification studies and development of a new classification for the City of Larkspur
- Annual classification and recertification request studies for the cities of Belmont and Salinas.
- Development of a rotating Deputy Director classification for the Program Managers at the Transportation Authority of Marin.

CLASSIFICATION AND SALARY SURVEY PROPOSAL

- Comprehensive Classification and Compensation Study, Communications Division, Public Works Department, County of Marin
- Comprehensive Classification and Compensation Study, Eligibility Workers, Human Services Department, County of Sonoma
- Citywide classification and compensation studies, City of Patterson
- Sonoma County Water Agency
 - Comprehensive compensation study and horizontal and vertical analysis
 - Engineering Division compaction and differentials assessment
 - Comprehensive Administrative Salary Differentials Analysis
 - Comprehensive Classification and Compensation Study Environmental Resources and Public Affairs Division
 - Benchmark and Comparator Analysis-Chemists

JOHN HILL, PROJECT ANALYST

John Hill has over 35 years of public sector and non-profit Human Resources administrative and management experience in California and Nevada. He has worked for cities, counties and special utility districts. John's experiences include managing staff and performing a variety of professional Human Resources functions including classification and pay studies and administration, benefits administration, recruitment and selection, labor contract negotiation, employee/employer relations, EEO, health and safety, and training and development.

As Vice President and Human Resources Manager for the Neighborhood House Association, John planned, developed, implemented and administered comprehensive Agency-wide human resources management programs including staffing analysis, compensation, classification, and job evaluation. As Human Resources Manager for the Las Vegas Valley Water District, John managed and performed a variety of complex professional and technical activities in support of the District's human resource management programs, including recruitment and selection, classification and job evaluation, compensation and operational systems development. John has also performed classification and compensation studies and analyses for the Alameda County Water District, the City of Larkspur, and East Bay Municipal Utility District.

John possesses a BA degree in Business Administration and earned his IPMA-SCP (International Personnel Management Association –Senior Certified Professional). John will serve as a Key Project Advisor for this project.

CLASSIFICATION AND SALARY SURVEY PROPOSAL

DETAILED TASK LIST

Classification Study

Task 1 – Request and Review Key Data and Information

Once the contract is executed, RGS will request a list of key information from the District and request to meet with appropriate District management.

Typical materials requested include:

- Organizational Charts.
- Existing classification specifications.
- Previous classification and compensation studies both internal and external.
- Budget documents and related business case arguments for classification related programmatic or organizational improvement requests.
- The currently approved position allocation and salary schedules by agency and department.
- Current benefits summaries and employer/employee cost data.
- Agreements for terms and conditions of employment, employee contracts, memorandums of understanding, and other related agreements or side letters.
- Applicable policies, procedures, and related legislation, code, or ordinance.
- Orange County Mosquito & Vector Control District's classification and compensation philosophies, plans, and practices.
- An employee census identifying employee name, class title, current assignment (department-section-unit) supervisor, contact information for employee and supervisor (email & phone), labor unit affiliation, current assessment as exempt or non-exempt, any acting or temporary promotion assignments.
- Applicable policies, resolutions, and ordinances.
- Recruitment and turnover information showing any challenges and impediments to hiring and any other documents relevant to the study.

Task 2 – Study Kick-Off Meeting and Employee Orientations

After reviewing initial materials from the District, RGS will request a meeting to launch the project. The meeting and the previously requested information will assist RGS to more clearly understand the culture of the District, its policies, procedures, challenges, and practices related to classification systems and administration, the current classification and compensation structure, and the District's concerns, issues, and desired outcomes and objectives. During the kick-off meeting, RGS will be available to help plan, facilitate, and participate in a communication plan or orientation meetings to communicate the study timeline, milestones, and process, and to answer questions about the study or our electronic study tool.

CLASSIFICATION AND SALARY SURVEY PROPOSAL

Task 3 – Review Classification Specifications, Interview Managers/Supervisors, Study Positions

RGS will review the current classifications and interview key District management and supervisory personnel to obtain insight into the proposed duties, responsibilities, purpose, knowledge, skills, and abilities required for the proposed positions. RGS will use the information obtained from the interviews of key management to determine those classifications or positions that warrant deeper study. Where there is a need to clarify duties, responsibilities, or roles, RGS will utilize incumbent and supervisor interviews or desk audits and a web-based Position Description Questionnaire (PDQ) Survey Tool to collect and organize participant information.

Throughout the survey process, RGS professionals will be available to provide remote support to employees to answer questions related to the survey or resolve technical difficulties with the survey tool.

Task 4 – Review of Information Collected During Data Collection Process

RGS will review, compile, and analyze all information collected through the participant interviews, PDQ surveys, data clarification interviews, and organizational materials obtained from the District. During this review, RGS will compare the information received from managers and incumbents with the District's current job classification descriptions, taking into consideration current responsibilities, level of authority and autonomy, reporting relationships, knowledge and education/certification required at hire to successfully perform the current duties, scope, and complexity of the duties.

Timely completion of interviews and data collection surveys are integral to meeting the timeline and schedule as outlined in this proposal. RGS will rely on the District to assist in scheduling interviews and meetings, as needed, to facilitate these processes.

Task 5 – Internal Analysis of Classification Structure and Systems

Using the information from the classification and position studies and analyses conducted in the previous steps, RGS will compare the relationships of the surveyed classifications across the classification plan. RGS will review the District's current approaches to classification in relation to the studied and proposed positions including, but not limited to:

- Current job structure and job classifications.
- Career paths and defined roles.
- Current job duties in relation to job descriptions.
- Simplification of class titles
- Relationships to career paths.
- Class families, series, and levels.
- Classification best practices.

RGS will review the existing class specifications for possible updates, recommend retitleing or reclassification where appropriate, and recommend the creation of new classification specifications as indicated.

CLASSIFICATION AND SALARY SURVEY PROPOSAL

Task 6 –Progress Meeting 1 - Discuss Preliminary Classification Recommendations

RGS believes in an open and collaborative study process with regular communications between the District staff and the RGS Project Team. This ensures that study recommendations are responsive to the District's current and future needs, operational considerations, and fiscal landscape. At this time, RGS will offer to meet with District management to share and discuss preliminary study findings, and to proposed comparators and benchmarked classifications.

Task 7 - Prepare Draft Classification Specifications and Recommendations

Based on the issues identified and recommendations made in the preliminary report, RGS advisors will prepare classification recommendations and revise, update, and retitle existing classification specifications or create new draft classification specifications as appropriate.

If available, RGS will request documents and job specification templates in MS Word format from the District to follow the style and structure of the District's current classification specifications.

Compensation Study

Task 8 – Survey the Marketplace and the Comparator Agencies

Approved List of Comparators

RGS will prepare a list of proposed comparator agencies based upon type and structure of agency (vector specific), annual budget, percentage of personnel cost to total expenditures, staffing type and size, geographic service area, population served, scope of services provided, and the labor market climate.

Survey the Marketplace

Once the list of comparator agencies is agreed upon and approved, RGS will examine market conditions and will gather compensation information from each of the agreed-upon comparator agencies. This can be completed in one of two methods as described below and RGS will provide a cost estimate for each in the Fee Schedule later in this proposal.

Option 1 - Salary Survey and Benefits Matrix

Top Step Salary Survey

The survey information collected will include maximum base salary for each of the District's benchmarked classifications and the matched classifications at each of the agreed upon comparator agencies. For each classification, the survey will show the percentage difference between the District and the Market at the mean and median of the market.

CLASSIFICATION AND SALARY SURVEY PROPOSAL

Benefits Matrix

A matrix describing the District's benefits and those at other agencies in the survey market will be created. Collected benefit information will include:

- Retirement tiers and packages including defined contribution or benefit plans, and deferred compensation.
- Health care, vision, and dental benefits.
- Paid time off practices such as vacation, sick, holiday, and management leave.
- Life and Disability insurance benefits.
- Special compensation such as auto or technology allowances.

RGS contacts each comparator agency to collect accurate and current information for the survey.

Option 2 - Comprehensive Salary and Benefits Survey

In addition to a Salary Survey and Benefits Matrix, this option also includes schedules showing the cost of total employer paid compensation using the top monthly base salary and the employer cost of all other benefits collected. The survey will show the total employer paid compensation percentage difference between the District and the Market at the mean and median of the market for each of the benchmark classifications. The schedules showing the total compensation survey information collected will include minimum and maximum base salary and the employer's monthly cost of employer paid salary and benefit components such as:

- Retirement benefits including defined contribution or benefit plans, and deferred compensation.
- Health care, vision, and dental benefits.
- Paid time off practices such as vacation, sick, holiday, and management leave.
- Life and Disability insurance benefits.
- Auto and communications or technology allowance, and other special compensation included in regular salary (not as reimbursements).

RGS contacts human resource and finance professionals at each comparator agency by phone or email to collect accurate and current information for the survey.

Benchmark Classifications

RGS will propose benchmark classifications for survey to the District. A classification is considered a benchmark when four (4) or more match classifications are found within the survey market. RGS reviews potential match classifications at each of the agreed upon comparators for the District's benchmark classifications using the criteria listed below.

- Job Title
- Education, Experience, and Certifications required at entry

CLASSIFICATION AND SALARY SURVEY PROPOSAL

- Level of Supervision Given and Received
- Level of Authority and Autonomy Exercised
- Job Duties Performed
- Knowledge, Skills, and Abilities Required to Perform Successfully
- Organizational Structure

For this study, RGS will also utilize a whole-job analysis approach to compare jobs with one another based on an overall evaluation of difficulty or performance. This considers the entire position, including those factors mentioned above as well as the magnitude of the work, the consequence of error, and accountability for results. This method will help analyze and assess the relevance and hierarchical consistency of classifications within the whole class plan and in relation to the external market and internal equity.

Where no match classifications are found, notations will be provided explaining surveyed classifications and why a classification is not a match to the District's benchmark classification.

Review and Analysis of Survey Data

The RGS team will review the survey information collected, confirm appropriate benchmark job classes, and compare compensation data for each District benchmarked job classification against that for comparable classifications at the agreed upon comparator agencies. The information collected will give RGS the ability to assess how Orange County Mosquito & Vector Control District compares to the market. RGS will present the analysis of the percentage difference between Orange County Mosquito & Vector Control District and the market at the median and mean.

Where fewer than four (4) match classifications are found, using internal alignment rationale to set salary will be recommended. Where appropriate, RGS will discuss the methods and recommendations for internal salary alignment rationale as a part of the final Total Compensation Survey Report.

Task 9 – Review Internal Salary Relationships – Develop Recommendations

Using the information from the compensation survey and analysis conducted in the previous steps, RGS will compare the relationships of the surveyed classifications to the current salary schedule and across the classification plan. RGS will review Orange County Mosquito & Vector Control District's current approaches to classification and compensation.

RGS will conduct an analysis of internal relationships between classes, within class families, and within classification series, and make recommendations based on best practices for relationships between benchmarks and the District's other classifications. RGS will document preliminary recommendations, based on best practices, for internal alignment, relationships between classifications, career paths, and ease of movement between classifications and positions.

CLASSIFICATION AND SALARY SURVEY PROPOSAL

Task 10 - Progress Meeting 2 – Preliminary Compensation Study Findings

RGS will offer to meet with the appropriate stakeholders to share preliminary study findings and analysis and discuss proposed recommendations, clarify its understanding of the District's current compensation practices, and discuss any fiscal or political constraints.

Task 11 – Review Existing Classification and Compensation Practices

RGS will review the District's current compensation plan, pay policies and procedures, and approaches to compensation to assess the effectiveness of current practices, plans, and philosophies against the District's position in the labor market, industry best practices, impediments to recruitment and retention, and the development of career ladders.

Task 12 - Develop Compensation Recommendations

RGS will develop compensation recommendations for salary ranges, salary structure, the assignment of classifications to a salary range, salary range adjustments, and ongoing compensation administration based on a balance of the external salary study results, analysis of the current labor market, internal analysis, and an understanding of any current financial constraints. The proposal will include a discussion of the District's labor market position regarding salaries and benefits, recommendations for potential future action related to specific situations, benchmarks, or classifications, and possible fiscal impacts or financial implications of the recommendations made.

Task 13 - Report of Findings and Recommendations

Develop Draft Report

RGS will review, compile, and analyze all information obtained from the District and the surveys, and analyses, and prepare a preliminary draft report. The draft report will include, at a minimum, the following:

- Executive Summary.
- Methodology and techniques used and criteria applied.
- Comparators surveyed for each classification.
- Results and comparison of the market survey data at the median and mean (average) of the market. RGS will provide other data points at the request of the District prior to the study.
- Recommendations for base salary and other supplemental pay practices for all job classifications based on market competitiveness, internal parity, realized barriers to recruitment, and other pertinent factors, and to enhance Orange County Mosquito & Vector Control District's competitiveness for recruitment and retention of a talented workforce.
- Documentation of benchmark classifications and recommended internal relationships to benchmark classifications.

CLASSIFICATION AND SALARY SURVEY PROPOSAL

- An analysis for each identified benchmark classification indicating how the District compares (at, above, below) within each comparator agency based on the results of the salary and benefit survey data.
- Recommendations and draft job description in track changes mode for proposed updates to classifications and descriptions and, as appropriate, job titles to accurately reflect actual job duties, meet organizational objectives, and provide compliance with ADA, EEO, and FLSA status.
- Recommendations and draft job descriptions for proposed new classifications or series where necessary and appropriate, and as indicated by the study.
- Recommendations to the salary and benefits structure to maintain or improve the District's competitive advantage and position in the surveyed market.
- Results of analysis and recommendations for the Agency's internal classification and salary relationships between benchmarks and related classifications. .
- Guidelines based on best practices and study recommendations to assist District staff in the ongoing maintenance and administration of the classification and compensation plans.
- Recommendations for potential future action related to specific situations, benchmarks, or classifications and potential fiscal impacts or financial implications of the recommendations.

Deliver Draft Report and Recommendations to Management for Review

The draft report will be provided for review and presented to the District. Results from review of the draft report will be considered for the final report.

Prepare and Deliver Final Report and Presentation Materials

RGS will analyze information received from Orange County Mosquito & Vector Control District during and after management review of the draft report and study results and prepare a final report that will include the narrative report, fiscal impact reports, and all supporting schedules, surveys, and documents in appendices.

Implementation Support

Task 14 – Implementation Support

The District may select from a variety of levels of implementation support from written guidelines that District staff may use during implementation to full service on-site administration of the implementation and meet and confer processes. For the purposes of this proposal, RGS will propose a full-service approach to implementation. However, the District may also elect to contract for a lesser level of support at an hourly fee. This alternate service will be discussed in the Fee Schedule.

CLASSIFICATION AND SALARY SURVEY PROPOSAL

Full Service Implementation Support

RGS will work directly with District staff for up to 50 hours to document and facilitate the necessary meetings and activities associated with the study recommendations which may include attending or facilitating meet and confer sessions, developing seniority lists and revised salary schedules, preparing suggested language for agenda items and resolutions requesting Board approval, and conducting informational sessions with affected employees about the study and the implementation plan.

TIMELINE

Our team is prepared to move quickly to initiate the study processes, conduct analysis, and provide results and recommendations. We propose the following timeline:

Tasks	Tentative Dates
1) Request and review key organizational data and information	Immediately upon contract execution
2) Study kick off meeting and employee orientations	Week of November 6, 2017
CLASSIFICATION STUDY 3) Review classification specifications, interview managers/supervisors, study positions <ul style="list-style-type: none"> • Participant orientation and survey tool Deployment • Review completed PDQs and information from the manager/supervisor interviews • Evaluate job classification structure • Interview managers/supervisors 	November 20 – December 8 th 2017
4) Review of information collected during the data collection process and conduct clarifying interviews	December 11 th – December 29 th 2017
5) Internal analysis of classification structure and systems	January 2 – January 19 th 2018
6) Progress Meeting 1 – Discuss preliminary classification recommendations	Week of January 22 nd 2018
7) Prepare draft classification specifications and recommendations	January 29 th – February 16 th 2018
COMPENSATION STUDY 8) Survey the marketplace and the comparator agencies. <ul style="list-style-type: none"> • Approved List of Comparators • Survey marketplace 	January 22 nd – February 23 rd 2018 (Option 1 would reduce timeline)

CLASSIFICATION AND SALARY SURVEY PROPOSAL

Tasks	Tentative Dates
<ul style="list-style-type: none"> ○ Option 1 – Salary Survey and Benefits Matrix ○ Option 2 – Comprehensive Salary and Benefits Survey ● Benchmark classifications and salary data survey ● Review and analysis of survey data 	
9) Review internal salary relationships - develop recommendations	Week of February 26 rd 2018
10) Progress meeting 2 – Preliminary comp findings	Week of March 5 th 2018
11) Review existing classification and compensation practices	Week of March 5 th 2018
12) Develop compensation recommendations	Week of March 12 th 2018
13) Report of findings and recommendations <ul style="list-style-type: none"> ● Develop draft report ● Management review of draft report ● Prepare and deliver final report and presentation materials 	March 12 – March 30 th 2018
14) Implementation Support	Beginning in April 2018

PROPOSED FEE SCHEDULE

COST OF PROPOSED SERVICES

RGS is proposing to study sixty-five (65) full-time and forty-three (43) extra help positions representing thirty-seven (37) job classification including the District Manager. The proposal has been made for two options:

- **OPTION 1** includes a Top Step Salary Survey and a Benefits Matrix
- **OPTION 2** includes all information from Option 1 and a Total Compensation Salary Survey

CLASSIFICATION AND SALARY SURVEY PROPOSAL

RGS estimates the cost of completing the project will not exceed the following amounts:

		OPTION 1	OPTION 2
Phase I	Classification not to exceed	\$39,750	\$39,750
Phase II	Compensation not to exceed	\$22,200	\$26,800
Phase III	Implementation up to 30 hrs.	\$5,450	\$5,450
Expenses	Materials and printing	\$450	\$450
Consultant Travel		\$2,500	\$2,500
Total Not to Exceed		\$70,350	\$74,950

The hourly rate for key members of the team to perform this work will not exceed \$115 per hour and will be billed based on the Advisor(s) assigned to the work which may result in a lower than anticipated, estimated cost. **This estimate is not a fixed fee; rather it represents a not-to-exceed amount.** RGS bills only actual hours and expenses attributable to the project. Travel time will be billed at the Advisor's hourly rate, and lodging or other travel expenses are additionally reimbursed at cost. The District will be invoiced for printing/copying fees, or other such direct costs incurred as part of this work. Costs are based on the scope described in the work plan.

This proposal assumes 3-4 site visits to initiate and provide orientation to employees, for a mid-project update, and to make presentations of the draft and final reports with District management and the Board's Programs and Administrative Committee. Additional video or telephone conference meeting(s) may be scheduled at all stages of the project. Should additional on-site meetings be requested by the District, they may be billed at an additional cost based on the actual cost of Advisor time and travel.

HOURLY RATES BY TITLE

RGS is flexible and responsive in its ability and desire to assign competent staff to a study team and will work with the District to get the most effective and reasonable study team blend to meet the fiscal and operational needs of the District. During the study and for additional services as described or requested, RGS team members will be billed at the following hourly rates.

Title	Hourly Rate
Human Resources Director	\$130
Senior Advisor/ Human Resources Manager	\$115
Human Resources Project Advisor/Fiscal Analyst	\$105
Project Coordinator/ Human Resources Technician	\$65

CLASSIFICATION AND SALARY SURVEY PROPOSAL

ADDITIONAL SERVICES UPON REQUEST

The additional human resource services described below are available at actual hourly costs as shown in the Hourly Rates by Title table above.

IMPLEMENTATION SERVICE OPTIONS

The proposal is based on up to 50 hours of full-service implementation assistance and, as is possible, consistent ongoing progress through the implementation process. The following two options provide additional options the District may select at lower levels of implementation. The first is for interim support for District led implementation processes which may start and stop and where RGS would take a more supporting role in assisting District staff to champion the process. The second provides the District with tools and guidelines for District staff to use to conduct implementation process activities.

Interim Support for Implementation of the Classification and Compensation Plan Recommendations

RGS can work directly with District staff on an as needed or interim basis helping to facilitate the necessary meetings and activities associated with the study recommendations, attending or facilitating meet and confer sessions, assisting staff in developing seniority lists and revised salary schedules, reviewing or preparing suggested language for agenda items and resolutions requesting Board approval, and helping to plan and conduct informational sessions with affected employees about the study and the implementation plan.

Guidelines to Assist District Staff in Implementation of the Classification and Compensation Plan Recommendations

RGS can provide written guidelines to assist District staff in talking points for meet and confer sessions, establishing seniority schedules, preparing new salary schedules, drafting board items and side letters (as appropriate), and in conducting personnel actions as indicated by the study recommendations.

Ongoing Classification and Compensation Plan administration

Ongoing administration of classification and compensation plan requires and understanding of basic class concepts, methods of analyzing compensable factors in job classifications, and an understanding of internal and external factors affecting classification and compensation work, a thorough understanding of current regulations policies, practices, agreements, and procedures related to classification and compensation, and the ability to analyze equities and inequities within and across classifications and class series throughout a classification plan, as well as an understanding of the parts that make up total compensation, cash compensation, and employer and employee share of cost.

CLASSIFICATION AND SALARY SURVEY PROPOSAL

RGS professionals can provide guidelines, tools, documentation, and a training program to educate District staff in best practices for ongoing maintenance of a class plan and salary administration.

The training will include, at a minimum, the following:

- A general overview of class concepts;
- A general understanding of job analysis and its purpose in maintaining a class plan;
- An introduction to job families, job series, and class levels;
- The importance of reviewing classes both within and across class series and job families;
- Job evaluation best practices and the alignment of classification specifications within series, across series and as a part of the entire class plan;
- A general understanding of compensable factors and rating methodologies;
- Common practices in compensation systems;
- How to establish or identify a benchmark;
- Differentials and benchmark relationships: purpose, uses, best practices;
- Understanding compaction and viewing compensation across a class plan;
- Balancing market forces and factors with internal equity;
- How class and comp fits into the whole personnel system.

Regional Government Services also offers a full range of other services that may be of interest to the Alliance. A few of these services include:

- Comprehensive communications and strategic planning
- Financial management and planning
- Payroll
- Interim staffing
- Training and workforce development
- Labor negotiations

For more information about other RGS services please visit our website at www.rgs.ca.gov.

EXPECTATIONS OF DISTRICT STAFF SUPPORT

The RGS model provides professional, quality services delivered by team members who have extensive professional level experience with public agencies. As a part of RGS's partnership with the District, RGS would ask the District for the following timely provisions and assistance:

- Frequent, clear, and open communication of issues or information that is relevant to the success of the Study.
- Timely receipt of written or digital documentation of requested organizational documents.
- Assistance in notifying and scheduling meetings, such as, but not limited to, management meetings, the initial kick-off, progress reports, and final implementation meetings, if applicable.
- Meeting the agreed upon timelines and timely review of materials provided.

CLASSIFICATION AND SALARY SURVEY PROPOSAL

REFERENCES

To see a list of our recent and past partner agencies, please visit: <http://www.rgs.ca.gov/> and click on "Partners." Listed below are a few of our most relevant client references.

ROSS VALLEY SANITARY DISTRICT

Organization-wide classification and compensation study resulting in a District-wide reorganization, 2015-2016; creation of associated new salary ranges, job classifications, career paths, and training processes. 2017 study of the Business and Administrative Services Department resulted in the addition of one new classification.

Contact: Greg Norby, General Manager

2960 Kerner Boulevard
San Rafael, CA 94901
415.419.9151, Fax: 415.259.2949
gnorby@rvsd.org

CITY OF SALINAS

Department reorganization, multiple annual position reviews and classification studies – analysis of internal salary relationships for studied classifications- 2015, 2016, 2017

Contact: Marina Horta-Gallegos, HR Officer

200 Lincoln Avenue
Salinas, CA 93901
831.758.7417, Fax: 831.758.7941
marinah@ci.salinas.ca.us

PLACER COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT

Various Classification and Compensation Studies -- 2015

Contact: Joel Beutner

General Manager
2021 Opportunity Drive
Roseville, CA 95678
916.380.5444, Fax 888.768.2343
Info@placermosquito.org

CITY OF LARKSPUR

Admin, Fire, Library, Public Works, Engineering, Building, Planning, and Parks and Recreation classification and compensation studies 2012-2017

Contact: Dan Schwarz, City Manager

400 Magnolia Avenue
Larkspur, CA 94939
415.927.5018; Fax: 415.927.5022
dschwarz@cityoflarkspur.org

COUNTY OF MARIN

Classification and Compensation Study for the Communications Division of the Public Works Department–2016.

Contact: Colleen Beck

Administrative Analyst III
3501 Civic Center Drive, Ste. 104
San Rafael, CA 95403
415.473.6185, Fax 415.473.2899
cbeck@countyofmarin.org

CITY OF PATTERSON

City-wide classification and total compensation studies –2015-2016.

Contact: Dionysia Smith, HR Manager

1 Plaza
Patterson, CA 95363
209.895.8013, Fax: 209.895.8019
dsmith@ci.patterson.ca.us

CLASSIFICATION AND SALARY SURVEY PROPOSAL

SAN MATEO COUNTY HARBOR DISTRICT

Various classification and total compensation studies—2015-2016.

Contact: Steve McGrath, General Manager
504 Avenue Alhambra, 2nd Floor
El Granada, CA 94018
650.583.4996, Fax: 650.583.4611
Smcgrath@smharbor.com

INSURANCE REQUIREMENTS

RGS Participates in a risk-sharing pool and, therefore, we request the word "insurance" be replaced with the word "coverage" throughout the Insurance section of the RFP.

APPENDIX – RESUMES



Sophia Selivanoff

Director of Human Resources Services

Ms. Selivanoff is a Human Resources management generalist with 25+ years' experience in California local government. Ms. Selivanoff has a strong strategic focus on long-range human capital planning, both quantitative and qualitative; and the development of effective personnel administration systems. Ms. Selivanoff is highly experienced in employee relations, selection practices, project design and management, culture change, and integration of management systems. Other experiences include classification and compensation practices, labor relations, benefits design and administration, medical leave and disability management (industrial and non-industrial), policy development, complaint investigation and resolution, training design and delivery, legal compliance strategies and monitoring, payroll and HR staff supervision, and management of public-safety employment special issues, including supervision of background investigators.

EXPERIENCE

Regional Government Services - from November 2009 to present

- Presently serve as Director of Human Resources Services, providing support and oversight to regionally-based HR management service teams throughout California. Ensure consistent and effective service to partner agencies, as well as development of new partner agency relationships.
- Built and managed Regional Government Services' North Bay HR Team, providing HR management service to several dozen North Bay public agencies. Initiated service teams in the Sacramento and Los Angeles regions.

City of Santa Rosa, CA – 2001 to 2009

- HR Manager for Santa Rosa Police Department—provided full-service HR management for approximately 300 employees of this law enforcement agency.
- HR Generalist in central HR Department, full range of HR support for approximately 6 departments, 600 employees.

County of Sonoma, CA – 1997 to 2001

- Senior HR Generalist in central HR Department, full range of HR support for the County's law and justice departments.

County of San Bernardino, CA – 1989 to 1997

- Employment Manager for Sheriff's Department—provided complete staffing activities for approximately 200 new hires annually; oversaw all personnel transactions, payroll, medical leaves and return-to-work planning; plus initiated all position allocation, classification and compensation design activities.
- HR Selection Analyst in central HR Department, full range of recruitment, test development and validation, and exam administration for the County's law and justice departments.

EDUCATION

M.S., Industrial/Organizational Psychology, Texas A&M University
B.A., Psychology, Loma Linda University



Irene Mosley

Project Advisor

Ms. Mosley has been directing Human Resources division and departments for over 25 years. She is experienced in all facets of human resources, including staffing, employee and labor relations, classification strategies and plan development, compensation and benefits, employee education, and organizational development. Her proven track record and top performance has made her a valued asset leader, mentor, and advisor. Irene's key skill set lies in the areas of classification and compensation and workforce planning.

EXPERIENCE

REGIONAL GOVERNMENT SERVICES, JPA, COORDINATING PROJECT ADVISOR

- Conduct classification and compensation studies for municipalities, counties, special districts, and joint powers authorities throughout California.
- Provide expert human resource consulting services to small municipalities, special districts, and government entities on leave and disability management, performance management, policy development, staffing, employee relations, strategic planning, payroll and FLSA compliance, and a broad range of other human resource topics and services.

CITY OF CHULA VISTA CHULA VISTA, ASSISTANT DIRECTOR OF HUMAN RESOURCES

- Planned, directed, managed and oversaw the activities and operations of the Human Resources Department which included a staff of 16 professionals and the following divisions: Operations (recruitment and selection, classification and compensation), Employee Benefits/Employee Relations, and Risk Management (Safety/Workers Compensation) Divisions.
- Reviewed and approved classification studies; met with bargaining units and departments to discuss impacts.
- Analyzed and developed recommendations on a wide range of human resources related issues for the City including monitored and analyzed laws and pending legislation that impact city operations.
- Conducted trainings for City staff and advised department managers and supervisors in employee relations matters including progressive discipline and disciplinary hearings; interpreted human resources rules and regulations, bargaining agreements and benefit policies.
- Conducted internal investigations; prepared fact -finding reports; participate in Skelly hearings.
- Partnered with HR leaders, executives, and management staff on organizational and workforce planning, staff development, change management, employee engagement, and HR services and communications that supported the hospital's mission, vision, strategic plan, and operations.
- Resolved employee performance problems by coaching managers through performance management process.

CITY OF CHULA VISTA CHULA VISTA, HUMAN RESOURCES OPERATIONS MANAGER

- Organized and managed the activities of the Human Resources Operations Division within the Human Resources Department, including recruitment and selection, classification and compensation, development and administration of policies and procedures, employee and labor relations, equal opportunity employment.
- Supervised and directed the work of a benefits manager, two senior human resources analysts, two human resources analysts, and two human resources technicians; directed and oversaw the development of the Human Resources Operation Division work plan.
- Conducted and implemented eight phases of a city-wide classification study; working with bargaining units and departments.
- Involved in the layoff process of close to 200 employees in the last three years; calculated and maintained seniority points for classified employees; met with employees, prepared bumping scenarios; noticed employees and met with bargaining units as needed.

CITY OF CHULA VISTA CHULA VISTA, PRINCIPAL HUMAN RESOURCES ANALYST

- Lead analyst; reviewed all phases of lower level analyst's work involving recruitment (job announcement preparation, applicant screening, development of screening criteria, test preparation, validation and administration, and classification studies)
- Conducted group and individual classification assessments.
- Maintained city's salary plan on City's HRIS system.

CITY OF CHULA VISTA CHULA VISTA, SENIOR CLASSIFICATION ANALYST

- Conducted comprehensive citywide classification study.
- Prepared job specifications, cost analysis and impact information.
- Assisted in the development of the City's classification process
- Presented employee orientation meeting regarding classification study project.
- Performed job analysis; developed and presented concepts to departments and bargaining units.
- Notified employees of outcomes and conducted appeal process.

EDUCATION

B.S. Public Administration– San Diego State University, California

PROFESSIONAL AFFILIATIONS, CERTIFICATIONS & TRAININGS

- IPMA member (local and national chapters)
- IPMA — CP certification
- IPMA Board Secretary 2006-2007, 2007-2008, 2008-2009 (local chapter)
- SHRM Member California Career Technical Education Teaching Credential — Information Technology, Finance and Business
- California Public Employers Labor Relations Association (CALPELRA) member
- Continuous Improvement (CI) Training (in cooperation with Goodyear Corp) Yearly
- County City Personnel Association (CCPA) sponsored trainings provided by Liebert, Cassidy and Whitmore Consortium workshops.



Deborah A. Bucci-Muchmore, SPHR, SHRM-SCP Senior Advisor/Project Lead

Deborah Muchmore brings over 25 years of professional level human resources and administrative services experience in both public and private sectors to RGS. Over the last 15 years she has worked with county and municipal governments, special districts, and commissions focusing on the areas of organizational development, classification and compensation, job analysis, recruitment and selection, workforce planning and staff development. Deborah has extensive experience in conducting and implementing classification and compensation studies, conducting job analyses, and developing effective recruitment and selection processes for all classification levels including executive, administrative, professional, technical, and clerical.

Deborah has served as a Human Resources Manager for a large utility district, an Administrative Services Officer for a Community Development Commission, and a Senior Human Resources Analyst for the County of Sonoma Human Resources Department. Prior to that, Deborah held several senior and regional management roles in the private sector throughout Oregon and California.

In addition to holding a Bachelor of Science degree in Public Administration, Deborah has been a certified Senior Professional in Human Resources Management since 2014 through both the Human Resources Certification Institute (HRCI) and the Society of Human Resources Management (SHRM).

PROFESSIONAL EXPERIENCE SUMMARY

- Operations
- Program Development
- Organizational Development
- Personnel Development
- Property and Facilities Management
- Financial Analysis and Projections
- Classification and Compensation

Ms. Muchmore is a well-disciplined administrative manager with proven abilities to successfully manage multiple complex projects, programs and people, with 16 years of progressively responsible public sector experience in human resource management, fiscal and program planning and management, system development and assessment, and operations. Ms. Muchmore is an effective communicator with strong interpersonal skills experienced in developing positive alliances with staff members, vendors, collaborating agencies and volunteers; mediation; conflict resolution; team building; and human resource management. Ms. Muchmore is a proactive planner with strong forecasting, reporting, and analytical experience managing programs, projects, assets, and resources for public and private sector entities.

REGIONAL GOVERNMENT SERVICES, JPA, COORDINATING PROJECT ADVISOR

- Conducted five classification studies for three municipalities and one county.
- Conducted and developed and presented compensation studies.
- Provided expert human resource consulting services to small municipalities, special districts, and government entities on leave and disability management, performance management, policy development, staffing, employee relations, strategic planning, payroll and FLSA compliance, and a broad range of other human resource topics and services.

COUNTY OF SONOMA, HUMAN RESOURCES DEPARTMENT, HUMAN RESOURCES ANALYST III

- Directed and conducted classification studies and compensation studies including two of the largest classification studies in the history of the County; one for the Economic Assistance Unit of the Human Services Department (246 incumbents) and another for the Environmental Resources and Public Affairs Division of the Sonoma County Water Agency (38 incumbents).
- Developed and conducted recruitment strategies.

SONOMA COUNTY WATER AGENCY, ADMINISTRATIVE SERVICES OFFICER II

- Management and oversight of the day-to-day operations of the human resources, safety, clerical, records, and payroll sections of the Administrative Services Division including a 4 direct reports (10 total employees).

SONOMA COUNTY COMMUNITY DEVELOPMENT COMMISSION, ADMINISTRATIVE DIVISION, ADMINISTRATIVE SERVICES OFFICER

- Managed the administrative support section serving the Sonoma County Housing Authority, Sonoma County Community Development Commission, and Sonoma County Community Redevelopment Agency.
- Supervised the Commission's accountant staff through four audits related to the dissolution of Redevelopment and the annual Section 125 independent audit.

EDUCATION AND TRAINING

- BA Business/Public Administration – University of Phoenix
- County of Sonoma Management Academy
- County of Sonoma Basic Supervisory Certificate
- CPS HR Consulting Classification, Compensation, and Job Analysis Certification

CERTIFICATES AND SERVICE

- Senior Certified Professional (SHRM-SCP) Certification from the Society of Human Resource Management, September 2015.
- Senior Professional Human Resources (SPHR) Certification from the Human Resources Certification Institute December 2014 – December 2017.
- Sonoma County Management Advisory Council Board of Directors –Past Chair of Compensation and Benefits Committee, Past Communications Secretary, member County-wide Joint Labor Management Committee, Board Member at Large.



John H. Hill

Project Analyst

Mr. Hill has over 35 years of public sector and non-profit Human Resources administrative and management experience in California and Nevada. He has worked for cities, counties and special utility districts.

Mr. Hill's experiences include managing staff and performing a variety of professional Human Resources functions including Recruitment and Selection, Labor Contract Negotiation, Employee/Employer Relations, Affirmative Action/EEO, Classification and Pay, Benefit Administration, Payroll and Records, Retirement and Benefits, Health and Safety, Training and Development, Operation Systems and Program Development.

EXPERIENCE

ANA CONSULTING, HUMAN RESOURCES/LABOR RELATIONS CONSULTANT

REGIONAL GOVERNMENT SERVICES, HUMAN RESOURCES CONSULTANT

Performed a wide range of professional human resources work and/or consulting services on a variety of projects for the Regional Government Services Authority and various public agencies.

ALAMEDA COUNTY WATER DISTRICT, SUPERVISING HUMAN RESOURCES ANALYST

Planned, directed and supervised professional, technical and clerical support staff performing a variety of activities in a centralized human resources office; performed a variety of professional human resources work of a specialized and/or complex nature in all District human resources functions including recruitment and selection, benefits administration, classification and pay and labor relations; consulted with District staff and management on human resources issues; and performed related work as required.

NEIGHBORHOOD HOUSE ASSOCIATION, VICE PRESIDENT, HUMAN RESOURCES

Planned, developed, implemented and administered comprehensive Agency-wide human resources management programs (e.g. labor contract negotiation, employee relations, recruitment, selection, employment, staffing analysis, classification, job evaluation, compensation, benefits, performance appraisal and employee health/safety) that supported and contributed to effective and productive operations of all Neighborhood House Association programs and staff activities.

LAS VEGAS VALLEY WATER DISTRICT, HUMAN RESOURCES MANAGER

Managed and performed a variety of complex professional and technical activities in support of the District's human resource management programs, including recruitment and selection, classification and job evaluation, compensation and operational systems development.



**Orange County
Mosquito and Vector Control District**

A Public Health Agency Serving Orange County Since 1947

**Proposal
Classification and Compensation Study 2017**

**CR COMPENSATION
RESOURCES, INC.**

310 Route 17 North
Upper Saddle River, NJ 07458
(201) 934-0505

September 20, 2017

Orange County Mosquito & Vector Control District

Proposal

Classification and Compensation Study 2017

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Orange County Mosquito & Vector Control District

Proposal

Classification and Compensation Study 2017

Executive Summary

Compensation Resources, Inc. (CRI) is pleased to submit our proposal to Orange County Mosquito & Vector Control District (also referred to herein as "OCMVCD" or the "District") to conduct a classification and compensation study in order define recommendations for adjustments to or a restructuring of its existing compensation processes.

The study will include a comprehensive review of existing classifications, job descriptions, and compensation plan against industry best practices, and will form the baseline for future recommendations and best fit approaches that are appropriate to OCMVCD.

Part of this study will include the collection of compensation data through a custom survey instrument distributed to similar mosquito control districts and local government entities, as many of OCMVCD's positions would not be easily benchmarked in traditional compensation surveys. We recognize that there typically is a degree of challenge in collecting data through a custom survey, understanding that potential participants may not be willing or available to share their data. However, because of the nature of these public entities, we believe that there exists a greater degree of interest in a study of this nature and, therefore, the opportunity to collect data is enhanced.

CRI has prepared the following proposal to address a systematic process for undertaking this project. We welcome the opportunity to work with OCMVCD on this important project. Our consulting philosophy involves on-going interaction and communication with our clients throughout the active phases of our engagement, with periodic follow-up afterwards to ensure that the study results met the client's needs. We are committed to the success of each of our projects and to building long-term value in the consulting advice we provide.

Respectfully submitted,



Diana D. Neelman, CCP
Principal, Executive Vice President

Methodology

Step One: Fact-Finding and Foundational Assessment

We will prepare a list of information that we will need to review in order to conduct the classification and compensation study, including current job classifications and job descriptions, current salary schedule, existing compensation plan, employee census information, and other related information. We will conduct telephonic discussions with District management and other representative stakeholders to ensure that the scope of the project is clearly identified and understood, and to clarify the overall expectations of the custom survey.

We will assess the current classification and compensation processes to determine strengths and weaknesses, along with alignment with industry best practices, in order to form a foundation for future recommendations regarding areas for improvement or redesign.

Step Two: Definition of Participation

CRI will conduct research to identify a list of comparably-situated districts and government agencies that can be targeted for the custom survey participation. *CRI* will identify the appropriate individual at each peer organization to which we will distribute the questionnaire. If OCMVCD has a desired list of agencies to target, we will include those in our survey distribution.

Step Three: Survey Design and Dissemination

We will develop a comprehensive questionnaire designed to capture compensation data for up to 37 distinct job classifications/titles. Information pertaining to compensation policies and procedures will also be collected, in order to provide a more well-rounded survey that may serve to enhance participation. The questionnaire will also capture demographic data for each respondent organization, including financial data, geographic region(s), scope of operations, number of employees, etc. Once developed, we will review the draft questionnaire with OCMVCD and incorporate changes that are deemed necessary. The underlying goal of this survey will be to collect appropriate data that is useful to both OCMVCD and the responding organizations.

Thereafter, we will finalize the questionnaire and distribute it to the targeted participant group via an online survey, which will also be available for completion in hard copy form. Prior to the submission deadline, *CRI* will contact each peer company to remind participants to complete the questionnaire, which will also provide us with the opportunity to address any questions they may have. Completed questionnaires will be returned directly to *CRI*, to ensure each respondent's confidentiality. We will provide participants with all assurances that the data provided to us will be kept under the strictest of confidence, with all responses being coded and not otherwise identifiable.

We will make every effort to encourage the peer companies to participate in the custom survey; however, we are limited by their willingness and availability to provide such data. Therefore, we cannot guarantee a minimum level of participation. However, to the extent that OCMVCD is willing to conduct outreach as a means to enhance participation, *CRI* will certainly support the District in this process.

Proposal

Classification and Compensation Study 2017

Step Four: Results Calculation and Reporting

Assuming that we receive a sufficient level of participation, we will proceed to analyze the data collected and compile the results. We will take the appropriate measures necessary to ensure the validity of the data collected, as well as to protect the confidentiality of each participant's information. Geographic differentials will be considered for companies outside of the Orange County region in order to account for cost of living variances.

CRI will prepare and present a comprehensive report to OCMVCD relative to the results of the custom survey. The report will include a detailed methodology of the approach we undertook and our aggregate findings on the competitive levels of compensation data provided to matched positions among participating organizations, as well as associated policies and procedures. Upon approval of the survey report, *CRI* will finalize the material and incorporate data from OCMVCD in the results so that an overall survey findings report may be distributed to participating organizations. Each participant will be provided with a complimentary copy of the results, which will be communicated to them up front as a way to encourage their participation.

Consistent with our commitment to the survey's respondents, we will also be available to answer any questions from participants regarding the survey results.

Step Five: Internal Salary Relationship Analysis

CRI will examine the custom survey market findings against current incumbent compensation to determine alignment with the marketplace, and will assess the relationship of current salaries within the District's internal hierarchy. Where potential discrepancies exist, *CRI* will identify these areas and action steps for improvement to pay alignment, both internally and externally. In addition, we will define appropriate policies and procedures for maintaining the District's job classification process, to ensure it remains relevant into the future.

Step Six: Job Documentation

Job content provides a solid foundation for any compensation study. We will collect, review, and validate existing job information for each position. In the event that up-to-date job descriptions are not available, or if there is some discrepancy within a particular job description that may need clarification, we will provide a brief Position Description Questionnaire (PDQ) to either the manager or employee for completion. The PDQ consists of questions that examine the various components that comprise a position in order to assess the scope of the position in-depth, including reporting relationships, duties and responsibilities, qualifications, amount of time spent on individual duties, etc. The process for collecting the job information via the PDQ will be discussed with District management to ensure a successful outcome of this task.

CRI will develop a standardized template based on best practices to be utilized to capture job information. The template will include essential functions and percentage of time spent on each duty, the required experience and education, and the knowledge, skills, and abilities necessary to successfully perform the job. During this process, we will ensure that the template is in full compliance with the American with Disabilities Act (ADA) and other applicable federal and state statutes and regulations.

Orange County Mosquito & Vector Control District

Proposal

Classification and Compensation Study 2017

The template will be submitted to OCMVCD for their review and approval prior to preparing job descriptions.

CRI will utilize a software platform to create both the job description template and job descriptions; both the template and the job descriptions are thereafter imported into Word documents for maintenance by OCMVCD. As an option, we may license the software to OCMVCD, for an additional fee, and it may maintain the job descriptions through the software.

CRI will draft a new job description for each position, incorporating information from the PDQs, as appropriate. We will ensure that the job descriptions clearly delineate a progression of skills and responsibilities between each position within a job function, which will assist with career pathing. We will ensure that the language incorporated into the job descriptions is consistent across all positions and supports the District's culture and values. The draft job descriptions will be submitted to OCMVCD for review; thereafter, *CRI* will finalize the documents. Professional fees will be based on the number of job descriptions being prepared, and for any jobs requiring a review of FLSA status, professional fees will be charged on a per-job basis.

Step Six will be undertaken coincident with the classification and compensation study detailed in Steps One through Five above.

Proposal

Classification and Compensation Study 2017

Project Timetable and Professional Arrangements

The estimated timetable for completing the study, as outlined, is approximately three (3) to four (4) months. Our ability to meet this timetable assumes a start date on or about October 19, 2017, as well as no undue delays in obtaining information or scheduling calls/meetings with OCMVCD.

The timetable indicated above is based on our experience with similar projects, and we will strive to meet this timetable as closely as possible, assuming limited extenuating circumstances. However, we recognize that a certain degree of flexibility may be needed and, therefore, we will work with you to adjust this timetable as appropriate.

Based on the work plan described, our professional fees for this project are detailed in the table below:

Steps	Professional Fees
Steps One through Five	\$17,600
Step Six – Job Description Preparation	\$330 per job description
Step Six – FLSA Examination	\$330 per job

In addition to our professional fees, we are reimbursed for any out-of-pocket expenses relating to travel, overnight delivery, and any required and approved expenditures (e.g., printing costs). These fees will remain valid for 90 days.

Should we be awarded the project, checks should be made payable to **Compensation Resources, Inc.**, Federal Identification Number: 52-1668892. Terms of payment are net 30 days from the date of the invoice. Invoices not paid within terms are subject to a 1.5% finance charge per month; 18% per annum. The client is obligated to pay the full amount agreed to under this contract when services are performed and deliverables are met by **CRI**. If the client postpones the project, delays communications, or deviates from the objective of the project which moves the end date by more than ninety (90) days from the anticipated completion date, the client is responsible for payment in full at ninety (90) days beyond the completion date specified in the proposal unless the delay is mutually agreed to by both parties.

CRI currently maintains insurance consistent with the requirements set forth in the RFP. If we are selected as a vendor for this study, we will produce and maintain the requested insurance over the duration of the project.

As a cost savings measure, no onsite meetings are included in these arrangements. All meetings and discussions will be conducted telephonically or by videoconference. We have worked successfully with many clients on a virtual basis.

Our billing arrangements, including the 10% administrative fee, will be as follows:

- \$3,850 upon evidence of engagement *
 - \$3,850 due as a first monthly payment *
 - \$3,850 due as a second monthly payment *
 - \$3,850 due as a third monthly payment *
 - Balance due at conclusion of project *
- * Plus applicable reimbursable expenses

Orange County Mosquito & Vector Control District

Proposal

Classification and Compensation Study 2017

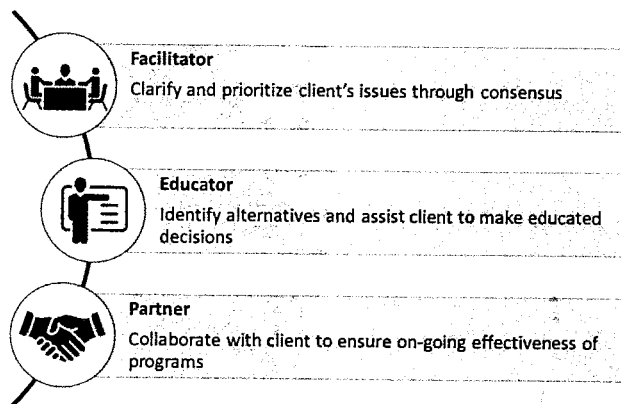
In the event that OCMVCD requests work beyond the scope of this proposal, **CRI** would be glad to assist. Additional work outside the scope of this proposal will be determined at that time based on the specifics of the future work and billed in accordance with our hourly rates based on the number of hours extended. Additional work may also extend our anticipated timeframe for completion.

Qualifications and Strengths

CRI is a boutique consulting firm specializing in providing clients with hands-on consulting expertise. Our firm is certified as a Small Business Enterprise by the State of New Jersey, and has been certified as a Women Business Enterprise, and services clients coast-to-coast.

CRI specializes in executive compensation, sales compensation, pay-for-performance and incentive compensation, performance management programs, and expert witness services. Our firm is staffed with experienced human resources professionals who have appropriate academic credentials and have broad general knowledge and specialized experience in the design and implementation of organization-wide compensation programs. Since its inception in 1989, **CRI** has provided a wide variety of clients with creative and pragmatic solutions to meet their business needs.

We have maintained a philosophy regarding consulting assignments; specifically we assume three (3) roles with our clients:



Our collaborative philosophy is validated by the fact that the majority of our clients are organizations with which we have worked previously, and referrals.

The hallmark of our firm has been to provide practical solutions that are easy to understand and administer, cost effective and most importantly, "they work." Adherence to these principles has enabled **CRI** to provide our clients with professional, practical assistance tailored to their individual needs. Another aspect that sets **CRI** apart from other consulting organizations is our commitment to plan effectiveness. We are dedicated to providing the necessary assistance to ensure the programs we design work effectively over time. **CRI** is large enough to get the job done quickly and effectively, while small enough to take a very personal and professional interest in each aspect of an assignment. Furthermore, we differentiate ourselves from other consultants in that we:

- Provide integrated research, business data, and consulting expertise
- Offer effective solutions tailored to meet specific client needs
- Develop and install customized solutions, not "off the shelf" programs
- Relationship-driven rather than project-oriented consulting

Proposal

Classification and Compensation Study 2017

CRI's hands-on approach at the highest level of our firm enables our clients to benefit from the expertise and knowledge our consultants possess, through education, training, and development. Project leaders are committed to the success of the project and to building long-term client relationships, and take this role very seriously.

Proposal

Classification and Compensation Study 2017

Project Team

Diana D. Neelman, CCP

Diana D. Neelman is a Principal and the Executive Vice President of **CRI**, and has been with the firm for over 20 years. With over 25 years of collective compensation and human resources experience, Ms. Neelman is responsible for business development and project management in all areas of compensation, consulting to a variety of industries on salary administration, performance management, and incentive compensation, with a specific emphasis on executive and general compensation matters within not-for-profit organizations. Ms. Neelman is also responsible for developing and conducting training programs covering various compensation topics, presenting to both clients and to the external marketplace. Furthermore, she oversees **CRI's** Survey Department, which publishes various compensation studies each year.

Prior to her assignment with **CRI**, she was employed as a Human Resource Generalist for Citizens First National Bank/NatWest Bank (currently Bank of America), and was responsible for various functions including compensation and benefits, HRIS, and recruitment. Ms. Neelman received a Bachelor of Arts (BA) from the State University of New York at Binghamton. In addition, she is a current member of WorldatWork and maintains the designation of Certified Compensation Professional (CCP).

Dana N. Marano

Dana Marano is a Compensation Analyst with **CRI**. She is primarily responsible for market pricing, data analysis, report generation, proposal development, and assisting Senior Consultants on multiple projects. Ms. Marano also provides research support for litigation matters in which **CRI** is involved.

Ms. Marano graduated from The College of New Jersey with a Bachelor of Arts (BA) in Mathematics, and a minor in Actuarial and Financial Risk Studies. She is a current member of WorldatWork and is pursuing her certification as a Certified Compensation Professional (CCP).

Orange County Mosquito & Vector Control District

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Evidence of Engagement

If you are in agreement with the terms and conditions set forth herein, please sign in the space provided below.

Sincerely,



Diana D. Neelman, CCP
Principal, Executive Vice President

Agreed to on behalf of the Orange County Mosquito &
Vector Control District:

Signature

Date

Print Name

Title

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ORANGE COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT

November 16, 2017

AGENDA REPORT

AGENDA ITEM # F.2

Prepared By: Wendy Goodson, Director of Administrative Services
Submitted By: Rick Howard, District Manager

Agenda Title:

Adopt Resolution No. 454 Establishing a Fiscal Reserve Policy

Recommended Action:

That the Board Adopts Resolution No. 454

Executive Summary:

The Orange County Mosquito and Vector Control District is committed to prudent financial management, contingency planning and its terms and condition for its application and use. A properly funded reserve policy helps the District in maintaining an adequate level of operating reserves by putting aside funds that will help the District preserve its financial capacity to deliver on critical mission components in the event of unforeseen financial shortages for emerging threats and other funding requirements. Reserves serve as a type of insurance policy and as an effective risk management tool.

The Reserve Policy establishes boundaries for use of the reserves and provides staff with direction as to operational utilization.

Fiscal Impact:

Amount Requested \$ N/A

Sufficient Budgeted Funds Available:

Category: Pers. Optg. Cap. -or- CIP# Fund#

Previous Relevant Board Actions for This Item:

Budget and Finance Committee Review August 17, 2017; Sep 21, 2017; October 19, 2017

Exhibits:

Exhibit A: Reserve Analysis Overview

Exhibit B: Resolution No. 454

Exhibit C: Reserve Policy 039

Orange County Mosquito and Vector Control District

Reserves Analysis

**Irwin B. Bornstein, CPA
Municipal Finance Consultant
August, 2017**

The Importance of Reserves

- Reserves serve as a type of insurance policy against various risks
- An appropriate level of reserves is essential for any organization
- Every government is different and so there is no single answer for what is the right amount to keep in reserves
- Every agency must assess the risks that it faces, and its own tolerance for risk

Setting Reserve Levels

- The Government Finance Officers Association of the United States and Canada (GFOA) recommendations
 - Governments should adopt a formal policy on the level of unrestricted fund balance (“reserves”) that should be maintained, “taking into account each government’s own unique circumstances”
 - General purpose governments should maintain a *minimum* of two months of operating revenues or expenditures in reserves
 - The policy should define conditions warranting the use of fund balance and replenishment when balances fall below policy levels

OCMVCD Fund Structure

- Operating Fund
- Reserve Funds
 - > Vehicle Replacement
 - > Liability Reserve
 - > Equipment Replacement
 - > Emergency Vector Control
 - > Facilities Improvement
 - > Habitat Remediation
 - > Environmental
 - > Retiree Medical Insurance
 - > Retirement Contingency
- Separate fund balances/reserves exist in each of these individual funds
- All reserve funds except the Facilities Improvement Fund are combined with the Operating Fund into the District's "General Fund" for annual financial reporting purposes

Identified Risks Facing OCMVCD

- ◉ Revenue stability
- ◉ Expenditure volatility
- ◉ Long-term commitments/unfunded liabilities
- ◉ Significant one-time outlays
- ◉ Future capital needs
- ◉ Future operations
- ◉ Cash flow/liquidity

Summary of Recommendations

Purpose		Amount	Fund
Revenue Source Stability	Property Tax Revenue	\$500,000 [Budget & Finance Committee recommendation = \$0]	Operating
Expenditure Volatility	Insurance and Claims Experience	600,000	Operating
	Termination Payouts	300,000	Liability Reserve
	Environmental Standards	-	Environmental
Long-Term Commitments/Unfunded Liabilities	Pension Costs	2,000,000	Retirement Contingency
	Retiree Medical Insurance	175,000	Retiree Medical Insurance
One-Time Outlays	Emergency Vector Control	1,600,000	Emergency Vector Control
Future Capital Needs	Vehicle Replacement	2,000,000 [Budget & Finance Committee recommendation = \$500,000]	Vehicle Replacement
	Equipment Replacement	800,000	Equipment Replacement
	Facilities Replacement/Improvement	6,200,000	Facilities Improvement
Future Operations	Habitat Remediation	100,000	Habitat Remediation
	Aedes Mosquito Team	2,000,000	Operating
Cash Flow/Liquidity	Delay in Property Tax Receipts	-	Operating
TOTAL		\$ 16,275,000 [Budget & Finance Committee recommendation = \$14,275,000]	

Reserves – Projected vs Recommended

Fund	6/30/19 Projected	Recommended Fin. Committee	Increase/ (Decrease)
Operating	\$ 6,832,680	\$ 2,600,000 *	\$ (4,232,680)
Vehicle Replacement	1,343,261	500,000	(843,261)
Liability Reserve	471,078	300,000	(171,078)
Equipment Replacement	514,065	800,000	285,935
Emergency Vector Control	1,179,520	1,600,000	420,480
Facilities Improvement	2,158,886	6,200,000	4,041,114
Habitat Remediation	186,536	100,000	(86,536)
Environmental	12,064	-	(12,064)
Retiree Medical Insurance	168,668	175,000	6,332
Retirement Contingency	1,077,331	2,000,000	922,669
TOTALS	\$ 13,944,089	\$ 14,275,000	\$ 330,911

* Equal to approximately 18.8% of FY 18-19 Operating Fund revenues

Next Steps

- ◉ Review suggested reserve balances
- ◉ Assess the District's risk tolerance
 - > “How much reserves are enough for the Board to sleep well at night?”
- ◉ Review draft “Reserve Policy” document

RESOLUTION NO. 454

**A RESOLUTION BY THE BOARD OF TRUSTEES OF THE
ORANGE COUNTY VECTOR CONTROL DISTRICT
AMENDING THE DISTRICT'S FUND BALANCE AND FINANCIAL RESERVE POLICY**

WHEREAS, the Board of Trustees adopted Resolution No. 361 establishing the Fund Balance Policy 39 on June 16, 2011; and

WHEREAS, the District's Fund Balance Policy requires periodic revisions and amendments; and

WHEREAS, the Fund Balance Policy is renamed the Fund Balance and Reserve Fund Policy; and

WHEREAS, the Fund Balance and Reserve Fund Policy is to be prepared in accordance with the Governmental Accounting Standards Board (GASB) Statement No. 54; and

WHEREAS, the Board of Trustees does hereby determine to amend certain language in the Fund Balance and Reserve Fund Policy.

NOW, THEREFORE, the Board of Trustees does hereby RESOLVE and DETERMINE that:

Section 1. The Fund Balance Policy Number 39 is hereby renamed and amended as the Fund Balance and Reserve Fund Policy and the policy is included and made a part of this Resolution.

Section 2. The Fund Balance and Reserve Fund Policy has been prepared in accordance with Governmental Accounting Standards Board (GASB) Statement No. 54 and that no other policy or procedure supersedes the authority and provisions of this policy.

PASSED, APPROVED, and ADOPTED by the Board of Trustees of the Orange County Mosquito and Vector Control District at its regular meeting thereof held on the 16th day of November 2017, at 13001 Garden Grove Blvd., Garden Grove, California, 92843.

Barbara D. Kogerman, President

I hereby certify that the foregoing Resolution was duly adopted by the Board of Trustees of the Orange County Mosquito and Vector Control District at a regularly scheduled meeting, held on November 16, 2017: APPROVED AS TO FORM:

Cheryl Brothers, Secretary

Alan R. Burns, District Counsel



Orange County Mosquito and Vector Control District

FUND BALANCES/RESERVES POLICY

Policy #	Established:	Date Amended:	Resolution #
039	6/16/2011	11/16/2017	454

SECTION I. Purpose

This policy establishes amounts to be maintained in the District's various unrestricted fund balance accounts and the procedures for reporting, within the District's annual financial statements, the components of fund balance in the District's governmental funds, in accordance with Governmental Accounting Standards Board Statement No. 54.

Determination of the appropriate level of unrestricted fund balances (alternatively referred to as "reserves") is a policy decision. It is important to have a certain amount of resources available in the event unforeseen circumstances arise, to avoid having to curtail services or make other significant budget decisions that can adversely affect the population being served. Reserves serve as a type of insurance policy and as an effective risk management tool.

The Government Finance Officers Association of the United States and Canada (GFOA) recommends that fund balance levels be directly related to the degree of uncertainty that a government faces: the greater the uncertainty, the greater the amount of reserves necessary. But at a minimum, GFOA recommends that general purpose governments maintain at least two months of operating revenues or operating expenditures as a general fund reserve. Factors to be considered in determining the proper level of reserves for the District include: the stability of District revenues; the volatility of future expenditures; long-term expenditure commitments and unfunded liabilities; exposure to significant one-time outlays (such as emergencies and future capital needs); future operating needs and cash flow/liquidity needs.

SECTION II. Definitions

Fund balance is the difference between the assets and liabilities reported in the District's governmental funds. There are generally limitations on the purpose for which all or a portion of the resources of a governmental fund may be used. The force behind these limitations can vary significantly, depending upon their source. Consequently, the fund balance reported in the annual financial statements is categorized into five components, whereby, each component identifies the extent to which the District is bound to honor constraints on the specific purposes for which amounts in the fund can be spent. The five components of fund balance are as follows:

- **Nonspendable:** Resources that are 1) not in spendable form, such as inventories, prepaids, long-term receivables, or non-financial assets held for resale, or 2) required to be maintained intact such as an endowment.
- **Restricted:** Resources that are subject to externally enforceable legal restrictions; these restrictions would be either 1) externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments or 2) imposed by law through constitutional provisions or enabling legislation.
- **Committed:** Resources that are constrained to specific purposes by a formal action of the Board of Trustees (Board) such as an ordinance or resolution. The constraint remains binding unless removed in the same formal manner by the Board. Board action to commit fund balance must occur within the fiscal reporting period while amount committed may be determined subsequently.
- **Assigned:** Resources that are constrained by the District's intent to be used for specific purposes, but that are neither restricted nor committed.
- **Unassigned:** Within the General Fund, the residual resources, either positive or negative, in excess of what can be properly classified in one of the other fund balance categories. Within all other governmental funds, the negative residual resources in excess of what can be properly classified as nonspendable, restricted, or committed.
- The combined Committed, Assigned and Unassigned components of fund balances are also referred to as Unrestricted Fund Balance, or Reserves.

SECTION III. Policy

A. Levels of Unrestricted Fund Balances

It is the policy of the District to maintain sufficient unrestricted fund balance levels to mitigate current and future risks.

(1) Operating Fund:

The Board shall strive to maintain an unrestricted fund balance in the Operating Fund equal to two to three months (17-25%) of annual Operating Fund revenues. These funds are set aside to address risks facing the District related to revenue stability and expenditure volatility, including such items as economic downturns, limitations on increases to the District's benefit assessments, insurance and claims experience, and future operating needs.

(2) Other Funds:

The following activities are shown as separate funds for budgeting purposes within the District's internal accounting records:

Vehicle Replacement	(Fund 20)
Liability Reserve	(Fund 30)
Equipment Replacement	(Fund 40)
Emergency Vector Control	(Fund 50)
Facility Improvements	(Fund 60)
Habitat Remediation	(Fund 70)
Retiree Medical Insurance	(Fund 90)
Retirement Contingency	(Fund 95)

Except for the Facility Improvements Fund, all of the above funds are combined with the Operating Fund and reported as the District's General Fund on its annual financial statements. Each of these separate budgetary funds has been established to set aside reserves for particular purposes.

- Vehicle Replacement, Equipment Replacement and Facilities Improvement Funds

These three funds were established to accumulate reserves for future vehicle, equipment and facilities replacement and improvements. It is the Board's policy to maintain the level of reserves in each of these three funds at least equal to the estimated amount of resources needed to replace assets in the fund for the next five years. Additional resources may be maintained in one or more of these three funds such that total fund reserves equal the amount of accumulated depreciation of assets in the fund, based on estimated replacement cost.

- Liability Reserve

This fund was established to set aside reserves to fund the outstanding accrued but unpaid employee vacation leave balances. Unpaid vacation leave balances are either used by the employee in the form of paid time off in future periods, or paid to the employee upon termination. The Board shall strive to maintain the unrestricted fund balance in this fund at a level equal to 75% of the total accrued leave liability.

- Emergency Vector Control

This fund has been established to set aside reserves for emergency vector control activities (in particular, aerial spraying). Aerial spraying is effective if it involves two consecutive nights of spraying followed in two weeks by an additional two consecutive nights of spraying. These four nights comprise one complete application. The Board's goal is to maintain reserves in this fund sufficient to fund two complete aerial applications if such emergency circumstances were to arise.

- Habitat Remediation

This fund was established to set aside funds for partnering with other agencies on habitat remediation projects. It is the Board's goal to maintain a minimum unrestricted fund balance in this fund of \$100,000.

- Retiree Medical Insurance

This purpose of the Retiree Medical Fund is to accumulate resources to appropriately fund the District's retiree medical insurance program on an actuarially sound basis. It is the Board's intent to utilize resources in this fund to reduce the unfunded liability associated with this program. When no such unfunded liability currently exists, a balance of \$175,000 will be maintained in the fund to address possible future unfunded liabilities.

- Retirement Contingency

The Retirement Contingency Fund was created to maintain a separate reserve to address the uncertainties associated with future pension costs. The District is a member of the California Public Employees Retirement System (CalPERS) and also continues to make payments to the Orange County Employees Retirement System (OCERS) for pension costs related to employee services incurred prior to 2007, when the District was a member of that system.

CalPERS program costs are expected to increase significantly through FY 202425, in large part due to the lowering of its discount rate from 7.5% to 7.0%. In addition, actuarial estimates of the OCERS unfunded liability may continue to vary dramatically, due to significant fluctuations in investment returns, mortality experience and other factors.

The Board's policy is to set aside \$2.0 million in this fund to address the uncertainties associated with future CalPERS and OCERS pension costs.

- (3) While this policy establishes the target amounts of fund balances that the District wishes to maintain, specific fund balance levels will be set by the Board as part of its annual budget process.
- (4) Once these minimum reserve levels are reached, any appropriation of these reserves below the stated minimum policy levels shall be accompanied by findings specifying the need for the use of the reserves and a plan for replenishment of the reserves within a reasonable time period.

B. Restricted, Committed, Assigned and Unassigned Components of Fund Balances

- (1) The unrestricted fund balance of the Operating Fund may be reported as either committed, assigned or unassigned fund balance of the General Fund, or a combination thereof, on the annual financial statements. It is the Board's intent to have the fund balance of each of the funds included in section 3.A.(2) above reported as committed fund balance on the District's annual financial statements.
- (2) When expenditures are incurred for purposes for which both restricted and unrestricted (committed, assigned or unassigned) fund balances are available, the District's policy is to first apply restricted fund balance. When expenditures are incurred for purposes for which committed, assigned, or unassigned fund balances are available, the District's policy is to first apply committed fund balance, then assigned fund balance, and finally unassigned fund balance.
- (3) The policy delegates to the District Manager the authority to assign unrestricted fund balance amounts where the District's intent is for those amounts to be used for specific purposes. This delegation of authority is for the sole purpose of reporting these amounts in the annual financial statements.
- (4) Pursuant to an ordinance or a resolution, the Board of Trustees, as the District's highest level of decision-making authorization, may commit fund balance for specific purposes which commitment remains in effect until removed in the same manner in which the commitment was established. Although the Board's action to commit fund balance must occur prior to the end of the fiscal reporting period, the amount may be determined subsequently.

SECTION IV. Annual Review of Policy

The Board of Trustees shall annually review this Fund Balances/Reserves Policy and consider such changes, if any, that it deems appropriate. Such review shall occur in conjunction with the review and adoption of the annual District Budget and Capital Improvement Program.

This policy has been prepared in accordance with Governmental Accounting Standards Board (GASB) Statement No. 54. No other policy or procedure supersedes the authority and provisions of this policy.

G. INFORMATIONAL ITEMS

- 1. STAFF PRESENTATION: SENIOR STAFF WILL GIVE AN UPDATE OF VECTOR ACTIVITY IN ORANGE COUNTY**
- 2. REPORT OF DISTRICT ACTIVITIES**

Vector of the Month

Plague Vectors

Plague, the same disease that enveloped 6th and 14th century Europe, is an extremely infectious bacterial disease caused by *Yersinia pestis*, a species of bacteria that is primarily found in rodents. More recently, plague was found in some wild rodents of Yosemite National Park in 2015. This disease is naturally occurring (endemic) in California, taking place in most of the state, except for the southeastern desert and the central valleys. It is most common in the rural and undeveloped mountain regions, and suburban foothills of some larger cities.

Luckily, it has been many years since plague has been found in urban and developed areas of California. The cities of San Francisco and Los Angeles recorded the last major urban outbreaks in the U.S. during the early 1900s and 1920s, respectively. The primary vector for urban plague is the Oriental rat flea, *Xenopsylla cheopis*. This species of flea is often associated with the Norway rat, *Rattus norvegicus*, and not our much more common rat, the roof rat, *Rattus rattus*.

In wild areas of the western U.S., the primary vector for plague is the ground flea squirrel, *Oropsylla montana*, (pictured below). It is responsible for disease transmission in wild (i.e., sylvatic) animals.



This flea species prefers to host on ground squirrels (pictured above), chipmunks, wood rats, and marmots, making them the most important sylvatic rodents in terms of plague transmission. Sick or dead rodents are a warning that plague may be in the area. Humans can get plague from these rodents through direct contact of infected blood or tissues entering cuts or scrapes in the skin, through eyes, nose, and/or mouth.

Hungry fleas will leave a sick or dead ground squirrel (or other sylvatic rodent) for other mammals, including humans. Other wild animals, such as rabbits, coyotes, bobcats, badgers, bears, gray foxes, and raccoons, can also become infected with plague, but rarely transmit it to people. Pet cats are highly susceptible to plague, and contracting plague pneumonia enable them to further spread this bacteria when they cough or sneeze.

Initial plague symptoms include fever, chills, muscle aches, weakness, and commonly swollen and tender lymph nodes (known as buboes). Buboes are most commonly found in the neck, armpit, or groin. This form is called bubonic plague. If not diagnosed early, bubonic plague may

develop into septicemic plague, (infection of the blood stream), or into pneumonic plague (infection of the lungs), both forms being more difficult to treat.

Here are precautions to help you and your family protect each other from plague:

General Precautions:

- Avoid all contact with wild rodents and their fleas. Do not touch sick or dead rodents; report them to rangers or health authorities.
- Use caution when handling a sick cat that has been in a plague area and had contacts with rodents.

Where you live:

- Discourage rodents from around homes and other inhabited areas. As much as possible, remove or deny rodents access to any source of food or shelter.
- Minimize pet contact with rodents and rodent fleas. Consult your veterinarian for effective flea control methods.

Where you work or play:

- Do not camp, sleep, or rest near animal burrows.
- Look for and heed posted warning signs.
- Do not feed rodents in campgrounds and picnic areas. Store food and garbage in rodent-proof containers.
- Wear long pants tucked into boot tops to reduce your exposure to fleas. Apply insect repellent to socks and pant cuffs.
- Leave pets at home if possible; otherwise, keep pets confined or on a leash. Do not allow pets to approach sick or dead rodents or to explore rodent burrows. Protect pets with flea control products.

Even Worse than the Black Death – Madagascar PLAGUE More Deadly than 14th Century Killer

By Laura Deauville, Thursday, Nov 2, 2017



THE PLAGUE currently killing and infecting hundreds of people in Madagascar and East Africa is even more deadly than the Black Death which left 200 MILLION dead across the world.

A state of emergency has gripped Madagascar with schools and public meeting spaces closed, panic buying and hoarding of antibiotics, and 15,000 teachers being re-trained to spot and isolate those with signs of plague. But the plague, which has so far killed 123 and left hundreds infected, is a super-strain which is even more infectious and deadly than famous the Bubonic Plague of the 14th century.

The Madagascar Plague is actually THREE plagues. The first is bubonic - the type which ravaged Europe and the Mediterranean in the thirteen hundreds, leaving up to 60 percent dead. The second is pneumonic – a super strain of the *Yersinia pestis* bacterium which ALWAYS results in death. The third, more rare strain, is septicemic – a life-threatening infection of the blood.

In Madagascar plague is endemic, and flare-ups cause public health emergencies on an almost annual basis but now the nation faces an uncontrolled epidemic which is terrifying the world's health agencies. Between 1 August and 27 October, 113 people had died and 1,554 cases reported - out of which 985 were pneumonic plague, 230 bubonic plague and 339 unknown.

Madagascar normally only sees about 400 cases each year. World Health Organization advice warns: “The pneumonic form is invariably fatal unless treated early. It is especially contagious and can trigger severe epidemics through person-to-person contact via droplets in the air.” Although if caught in time all forms of the Plague will respond to specific targeted antibiotics.

The Plague has also now spread through the capital to coastal cities. World Health Organization spokesperson Tarik Jašarević said: “We have not seen this before.” The Plague has already turned up in Seychelles and South Africa, Mozambique, Tanzania, Kenya, Ethiopia, Comoros, the Seychelles, Mauritius and Reunion have all been placed on high alert by World Health Organization (WHO) monitors.

This year’s outbreak involves mostly pneumonic plague, a more dangerous form of the disease than the much more common bubonic plague. Pneumonic plague attacks the lungs and spreads from person to person through droplets from coughing, like a cold, while bubonic plague spreads only from fleas to humans. About 70 percent of cases so far were classified as pneumonic plague, according to the WHO.

Mr Jašarević said: “It’s a worrying situation because it’s in an urban setting, and it’s transmissible from human to human. “We need to act quickly to trace the contacts of those infected and put people on a preventive treatment.” About 30 to 60 percent of people who contract bubonic plague die. Untreated pneumonic plague is always deadly, typically within 24 hours of disease onset. A timely antibiotics dose can, however, save lives, and that’s why the WHO delivered an emergency stockpile of nearly 1.2 million doses of antibiotics to the Indian Ocean island nation.

VECTOR ECOLOGY PROGRAM REPORT
October 1 - October 28, 2017

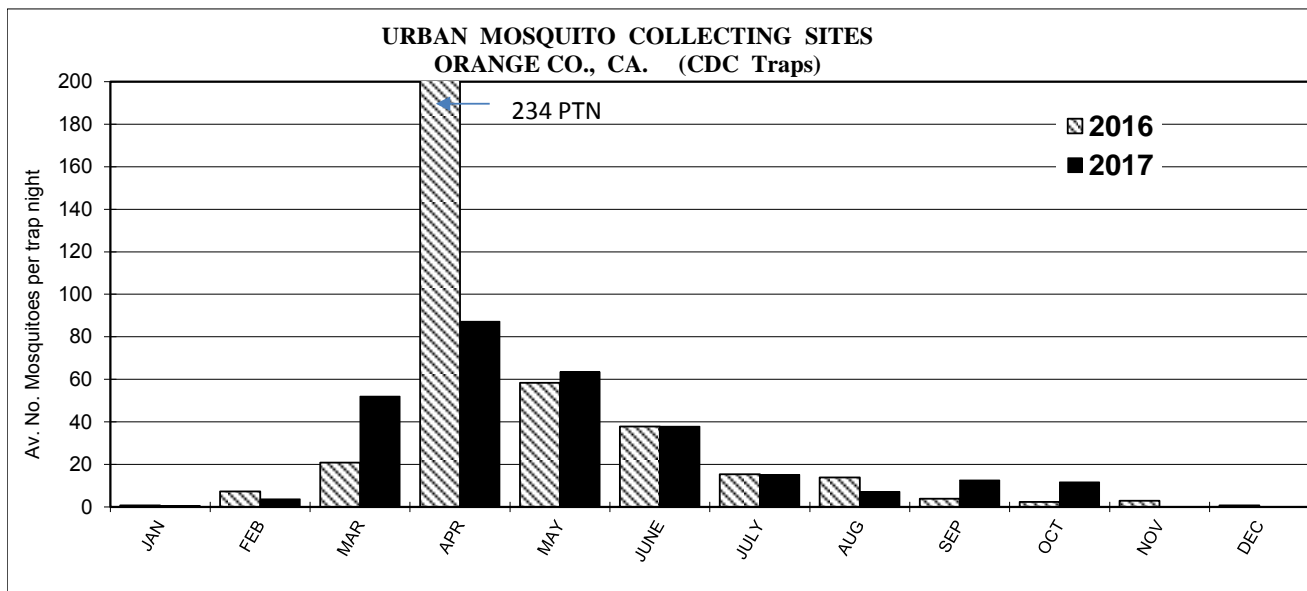
By

Robert F. Cummings, Director of Scientific Technical Services
Sokanary Sun, Laboratory Specialist
Kiet Nguyen, Assistant Vector Ecologist
Amber Semrow, Biologist
Laura Krueger, Vector Ecologist
Tim Morgan, Vector Ecologist
Mike Saba, Assistant Biologist
Carrie Fogarty, Microbiologist

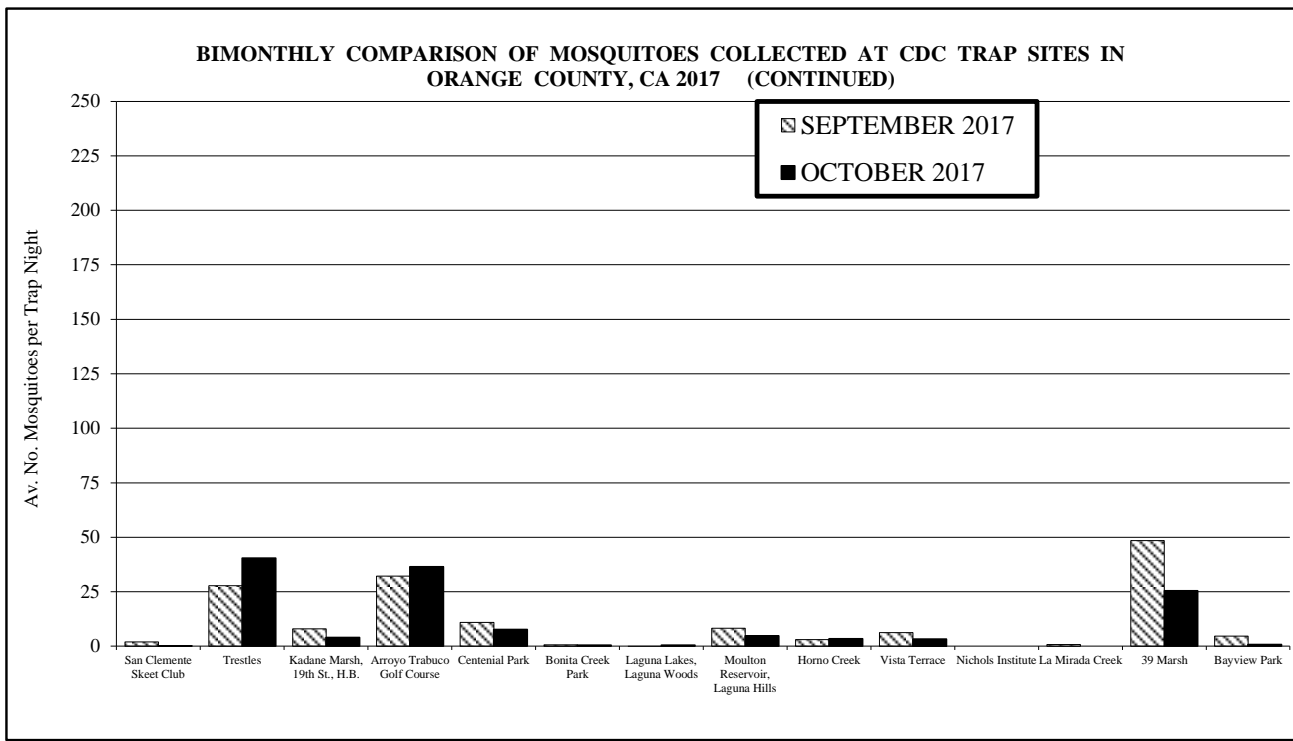
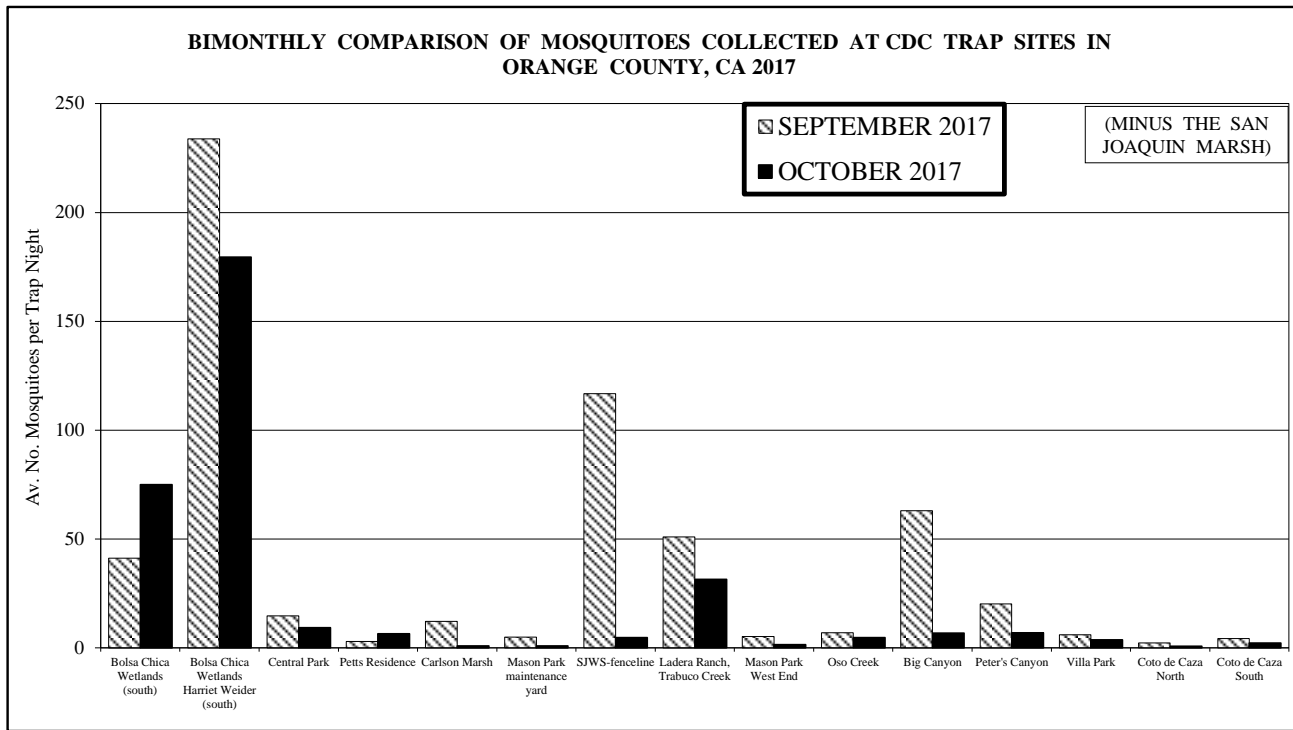
MOSQUITO TRAPPING
Mosquitoes/CDC/C0₂ Traps

During October, CDC trap counts decreased overall compared to the previous month, except at Bolsa Chica Wetlands South (Huntington Beach), Trestles (San Clemente), Arroyo Trabuco Golf Course (Mission Viejo) and a small number of urban sites. The increase at these sites may be the result of high, early fall temperatures. Forty-six (46) routine CDC traps were operated for a total of 179 trap-nights during October. The proportion and amount of mosquitoes captured by species is as follows: the southern house mosquito, *Culex quinquefasciatus*, 18.6% (56 males, 565 females); the encephalitis mosquito, *Culex tarsalis*, 1.7% (0 males, 56 females); *Culex erythrothorax*, the Tule mosquito, 67.6% (8 males, 2,251 females), and the Cool Weather mosquito, *Culiseta incidens*, was 3.0% (0 males, 100 females). The total number of mosquitoes collected from CDC traps, across all species, was 3,342 (32 males and 3,310 females). The average number of mosquitoes collected in CDC traps per trap night (ptn) for urban sites was 11.6. Traps placed in urban wetlands averaged 27.3 ptn (some significant sites are: **Big Canyon Upper** (Newport Beach), **Bolsa Chica Wetlands Harriet Weider** (Huntington Beach), **Bolsa Chica Wetlands South** (Huntington), and **Alona & 21st** (Santa Ana)).

Bold lettering signifies primary producers.



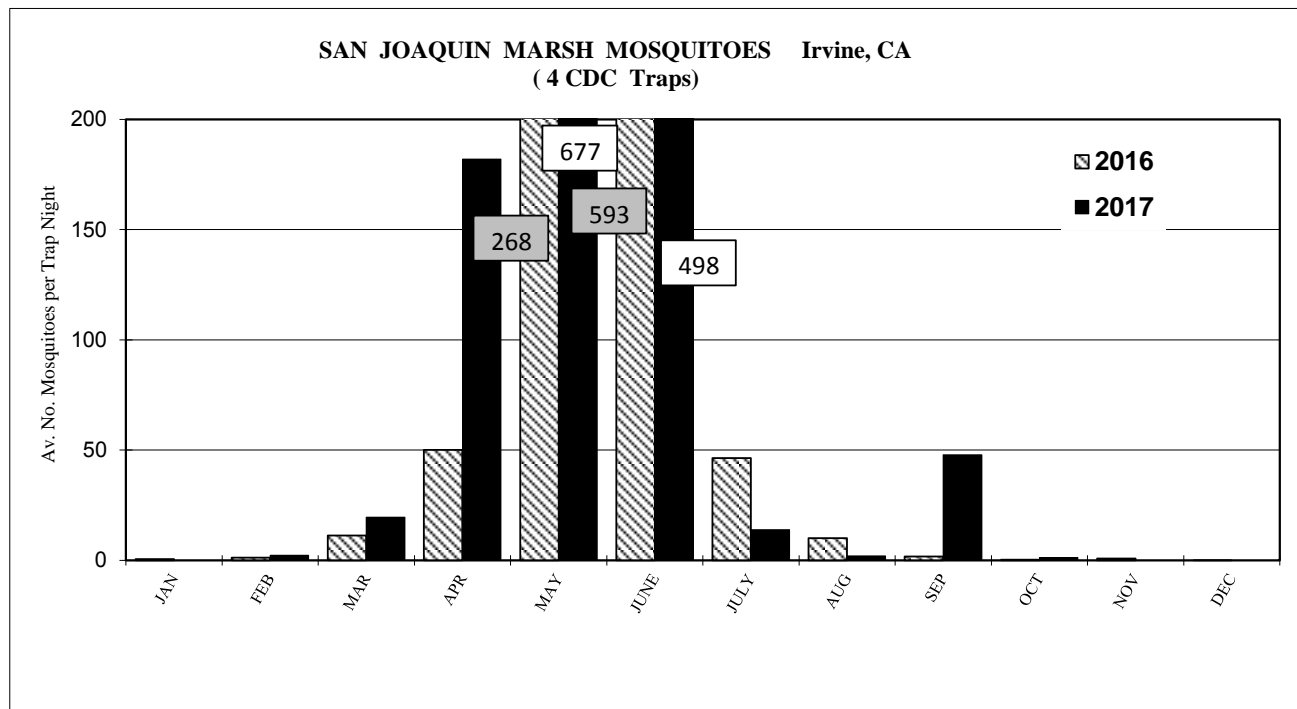
Mosquito Trapping (continued)



MOSQUITO SAMPLES TESTED FOR WEST NILE VIRUS

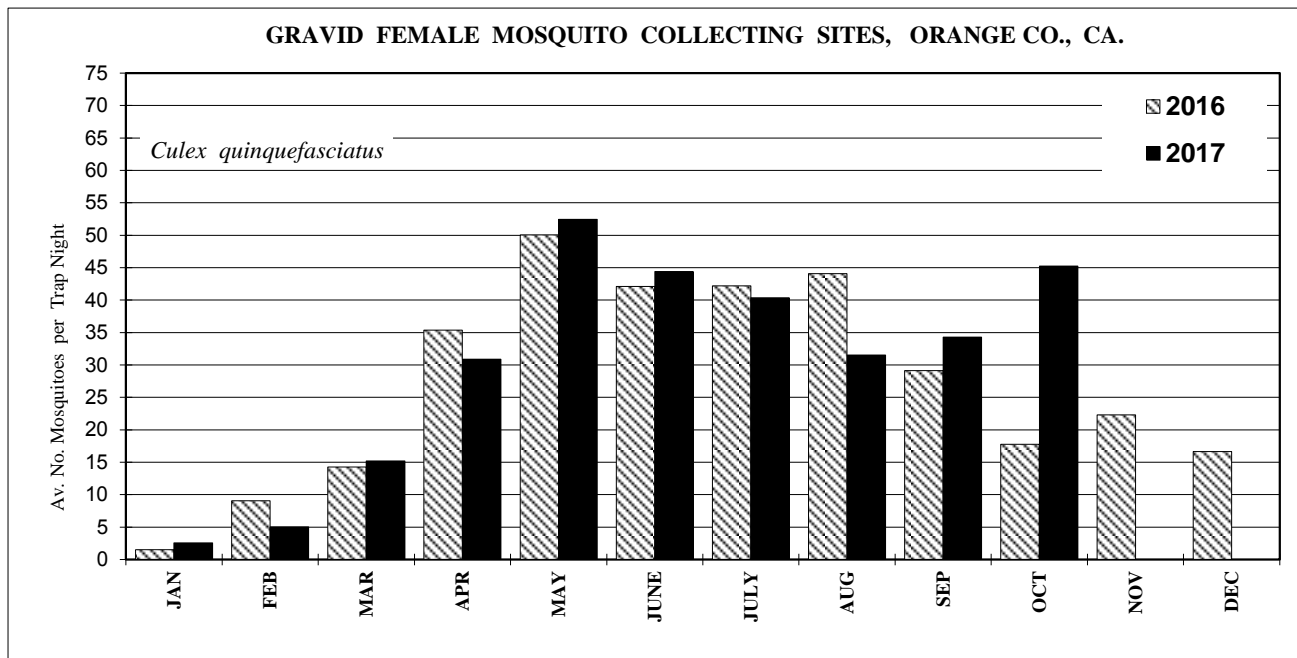
In total, 733 mosquito batches (pools) were collected by the District from October 1-28, 2017. The pools were collected from 33 cities. In October, 724 of 733 batches have been tested, with 28 samples positive for West Nile virus (WNV). No samples were positive for Saint Louis encephalitis (SLE) or Western equine encephalomyelitis (WEE) viruses. The mosquito infection rate (MLE method) for October is 1.73 (CDC & CDPH considers an epidemic threshold to be an infection rate greater than 5.0).

Mosquito Trapping (continued)

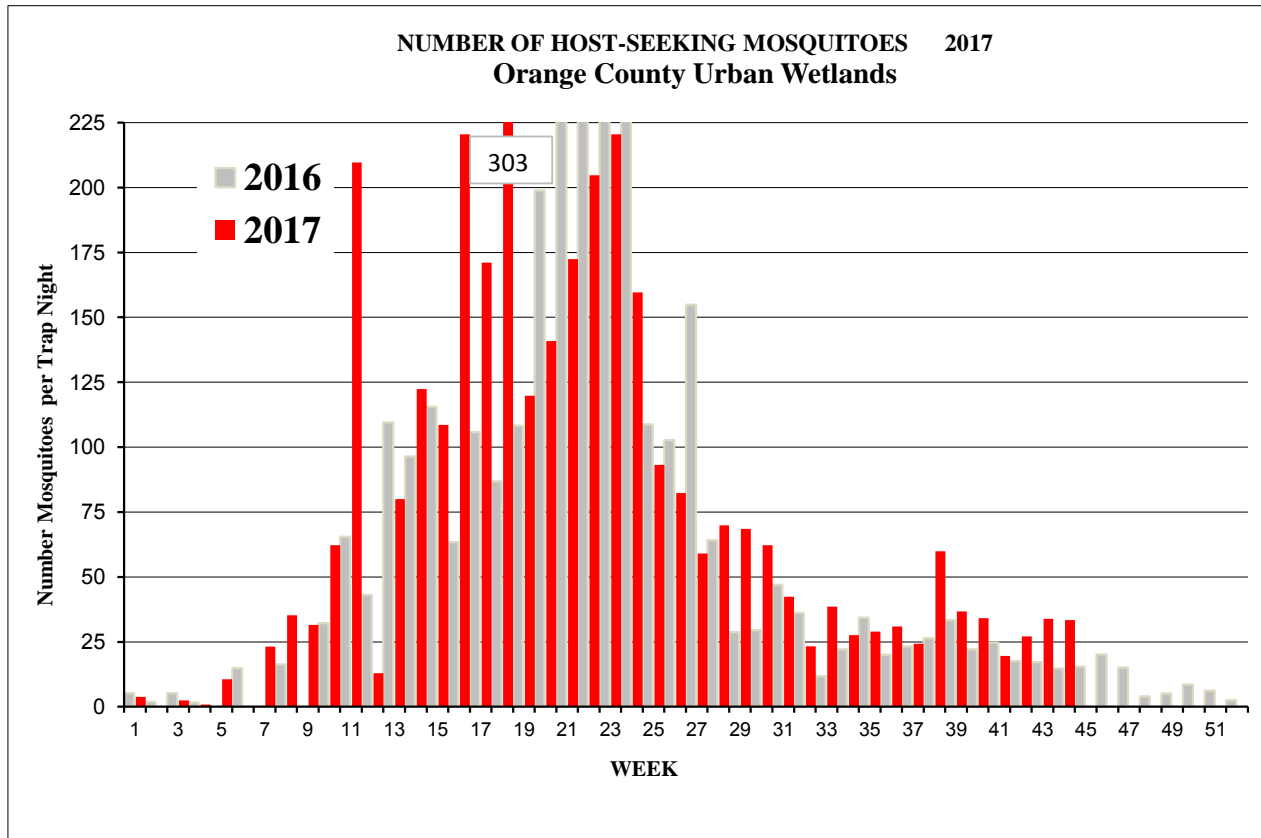
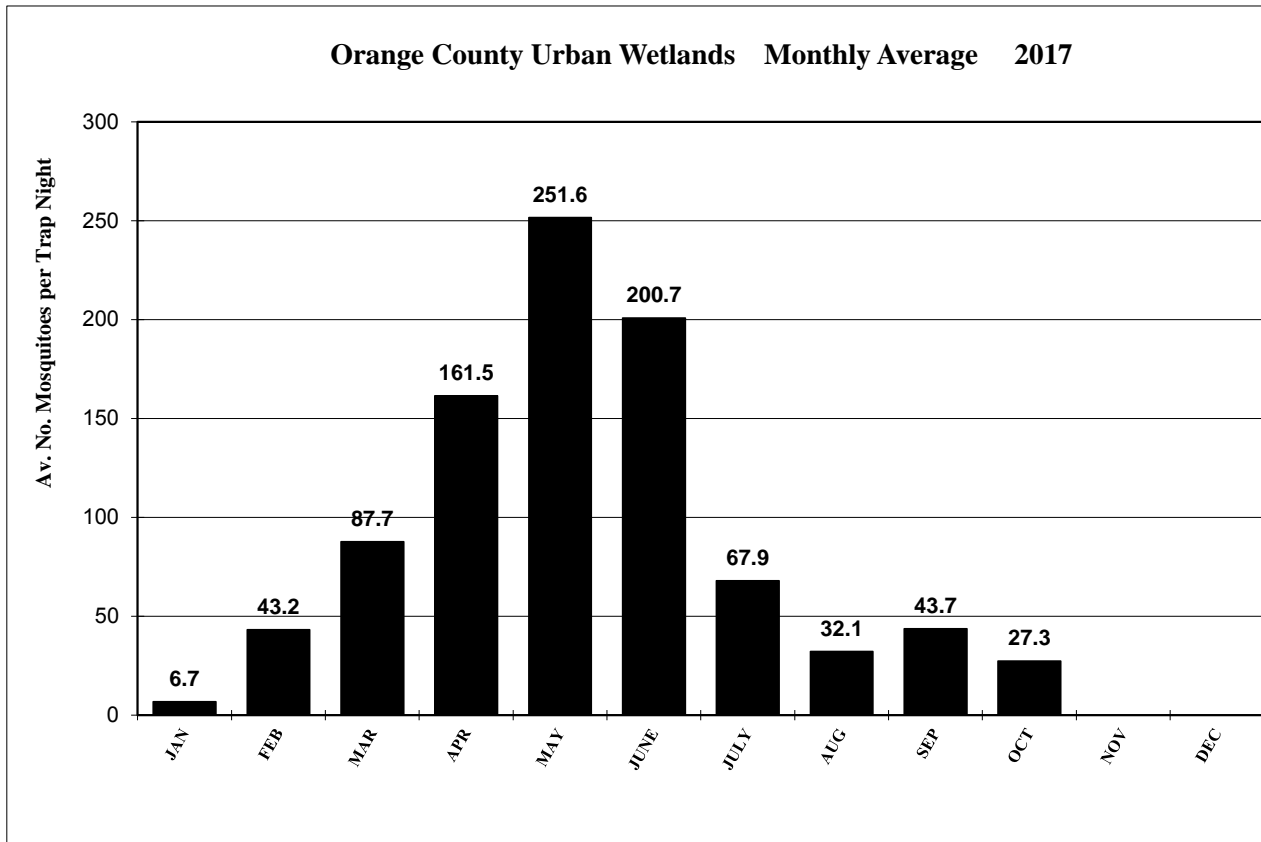


Mosquitoes/Gravid Traps

During October, 2017, the number of gravid female *Culex quinquefasciatus* averaged 45.22 ptn. These mosquitoes were collected weekly from 57 routine trap sites for a sum of 135 trap-nights, and a total of 527 males and 6,105 females. Counts ranged from 4.3 to 151.5 mosquitoes ptn from all sites that were sampled. Highest counts ptn (in descending order) were from: Anaheim Cemetery (Anaheim), Craig Park (Fullerton), Naval Weapons Station (Seal Beach), and Alona & 21st (Santa Ana). Some of these sites have been previously positive for WNV since introduction of the virus to Orange County in 2004. The total number of mosquitoes collected for the month was 6,664 (534 males and 6,130 females) for all species.



Mosquito Trapping (continued)

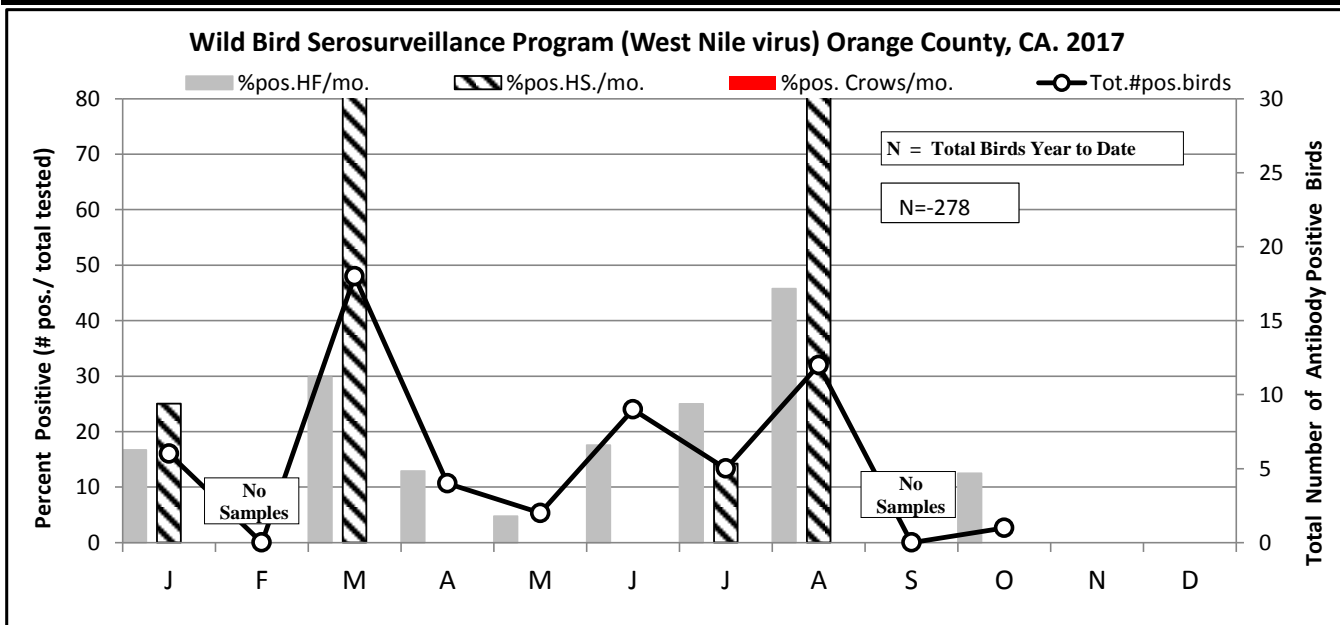


Wild Bird Surveillance (SLE/WEE/WNV) Program

The District received 37 reports of dead birds in October. Twenty (20) dead birds were collected, and of those, 19 were sampled and tested for WNV. None of the birds were found positive for WNV. Year to date, the laboratory has detected 51 WNV-positive dead birds. Last year at this time, the District detected 92 WNV-positive dead birds. The dead bird program continues to test all dead birds submitted by the public and animal care facilities throughout the county for WNV.

During October, 13 wild birds were sampled for WNV antibody testing. One of 8 house finch samples and none of 5 house sparrow samples were sero-positive for WNV antibodies. No crows were collected.

1st time plus previously positive birds							Graph and table have been updated for WNV positives					
Month	Tot. birds tested	Tot.#pos.birds	%pos.for WNV	Tot.HF coll./mo.	Tot.HS coll./mo.	Tot. Crows coll/mo	#pos.HF/mo.	#pos.HS/mo.	#pos.Crows/mo	%pos.HF/mo.	%pos.HS/mo.	%pos.Crows/mo.
J	32	6	18.8	24	8	0	4	2	0	16.7	25.0	0
F	0	0	0.0	0	0	0	0	0	0	0.0	0.0	0
M	58	18	31.0	57	1	0	17	1	0	29.8	100.0	0
A	31	4	12.9	31	0	0	1	0	0	12.9	0.0	0
M	42	2	4.8	42	0	0	2	0	0	4.8	0.0	0
J	51	9	17.6	51	0	0	9	0	0	17.6	0.0	0
J	26	5	19.2	12	14	0	3	2	0	25.0	14.2	0
A	25	12	48.0	24	1	0	11	1	0	45.8	100.0	0
S	0	0	0.0	0	0	0	0	0	0	0.0	0.0	0
O	13	1	7.7	8	5	0	1	0	0	12.5	0.0	0
N												
D												
YTD	278	57	20.5	249	29	0	48	6	0	19.3	20.7	0.0



Wild Bird Surveillance (WNV) Program (cont'd)

CUMMULATIVE TOTAL NUMBER OF DEAD BIRDS TESTED AT OCMVCD AS OF OCTOBER 28, 2017									
Location	Oct	Oct POS	YTD	YTD POS	Location	Oct	Oct POS	YTD	YTD POS
Aliso Viejo			2		Los Alamitos	1		2	
Anaheim	2		50	9	Midway City				
Anaheim Hills			3	1	Mission Viejo			16	1
Brea	1		10		Modjeska Canyon				
Buena Park			4	3	Newport Beach			6	
Cerritos					Orange	2		23	2
Corona del Mar			1		Placentia	1		14	3
Costa Mesa	1		18		Portola Hills				
Coto de Caza			4		Rancho Sta. Margarita			5	
Cypress			11	1	Rossmoor				
Dana Point			3		San Clemente			7	
Foothill Ranch			1		San Juan Capistrano	2		7	
Fountain Valley	1		8	2	Santa Ana	1		19	
Fullerton	3		14	4	San Juan Hot Springs				
Garden Grove	1		16	3	Seal Beach			3	
Huntington Beach			28	1	Silverado Canyon			7	1
Irvine	2		42	4	Stanton			1	1
La Habra	2		16	5	Trabuco Canyon			3	
La Palma					Tustin			14	3
Ladera Ranch			4	1	Unincorp., O.C.				
Laguna Beach			3		Unincorp., Ortega Hwy.				
Laguna Hills			5		Villa Park			1	
Laguna Niguel			3		Westminster			3	1
Laguna Woods			2		Yorba Linda			13	4
Lake Forest			13	1	Other				
					TOTAL	20	0	405	51

Bird Species	Oct	Oct POS	YTD	YTD POS	Bird Species	Oct	Oct POS	YTD	YTD POS
American crow	6		159	42	Mourning Dove	1		21	1
American kestrel			3		Northern mockingbird			4	1
Barn Owl			7		Red-Shouldered hawk			5	
Common raven			6		Red-tailed hawk	1		17	
Cooper's hawk	1		31		Rock pigeon			7	
Great horned owl			4		Swainson's thrush			3	
House finch	2		41	3	Western bluebird			8	2
House sparrow	2		14	1	Other*	5		68	1
Lesser goldfinch	2		7						
					TOTAL	20	0	405	51

*Includes all other bird species that were not frequently collected (≤ 5 for the year)

West Nile Virus Program (cont'd)

Fifteen (15) human WNV were cases reported to the District in Orange County during October, including one fatality. Year-to-date, there have been 36 human infections reported in the county. In California, 403 human WNV cases have been reported year-to-date. Of the 403 cases, 304 (75%) had neuroinvasive disease and 24 fatalities have been reported from Kern (1), Los Angeles (17), Orange (1), San Bernardino (2), Stanislaus (1) and Yolo (2) counties.

CALIFORNIA ARBOVIRUS SURVEILLANCE TESTING SUMMARIES 2017								
Month of October					Year to Date			
	No. Tested	SLE Pos.	WEE Pos.	WNV Pos.	No. Tested	SLE Pos.	WEE Pos.	WNV Pos.
HUMANS	193	0	0	193	403	0	0	403
EQUINES	0	0	0	0	0	0	0	0
DEAD BIRDS	174	0	0	52	1,876		0	481
MOSQUITO POOLS (RT-PCR and RAMP tests)	4,185	13	0	143	42,637	179	0	3,325
CHICKENS								
California	1,067	1	0	32	10,537	9	0	297

TICK-BORNE DISEASE SURVEILLANCE

The District collects ticks for tick-borne disease surveillance, such as Lyme disease, Rocky Mountain spotted fever, and Pacific Coast tick fever. During the month of October, no samples were collected from Orange County. So far, no ticks have tested positive for disease agents in 2017.

FLEA-BORNE TYPHUS SURVEILLANCE

Ten (10) flea-borne typhus cases have been reported year-to-date in 2017 for Orange County. They are from the following cities: Anaheim (1), Garden Grove (4), Tustin (1), Placentia (1), Huntington Beach (1), Yorba Linda (1), and Orange (1).

PLAGUE SURVEILLANCE

The District maintains a surveillance program that tests acceptable host animals for exposure to plague. Year to date, the District has tested 74 samples from 15 jurisdictions in Orange County for exposure to plague, and all samples have tested negative. Animal species tested for plague in 2017 include roof rats, ground squirrels, coyotes, and wood rats. OCMVCD staff consulted with Crystal Cove State Park to discuss rodent management at the Crystal Cove Beach Cottages.

DISEASE SURVEILLANCE & EMERGENCY PLANNING

Emergency Risk Rating

The WNV Risk Rating for Orange County in October was at the "Elevated Risk" range (3.0). This is due to high vector abundance, detections of WNV-positive mosquito samples, WNV-positive dead birds in neighboring counties, and human WNV infections.

WEATHER INFORMATION, October, 2017

Highest Max Temp (°F): 100.0

Lowest Min Temp (°F): 48.0

Average Temp (°F):

-High: 83.8

-Low: 62.4

-Overall: 73.1

Total Precipitation (inches): 0.08

Five Year Average (2012-2016) for the Month of October

Average Temp (°F):

-High: 80.0

-Low: 56.0

-Overall: 68.0

MOSQUITO FISH- *Gambusia affinis*

There were approximately 6,500 *Gambusia affinis* planted in multiple source types including ponds and pools during the month of October 2017.

The cumulative total of *Gambusia affinis* planted in various sources from January 1 to October 31, 2017 was approximately 78,500.

PROJECT EVALUATIONS

There were three vector control evaluation requests submitted in October 2017.

- 1) TR 17863, Gillette II site plan and WQMP (Irvine)
- 2) Planning Area 17 (Irvine)
- 3) Vesting TTM No. 17940, "A" Street, Rough Grading Plan (Irvine)

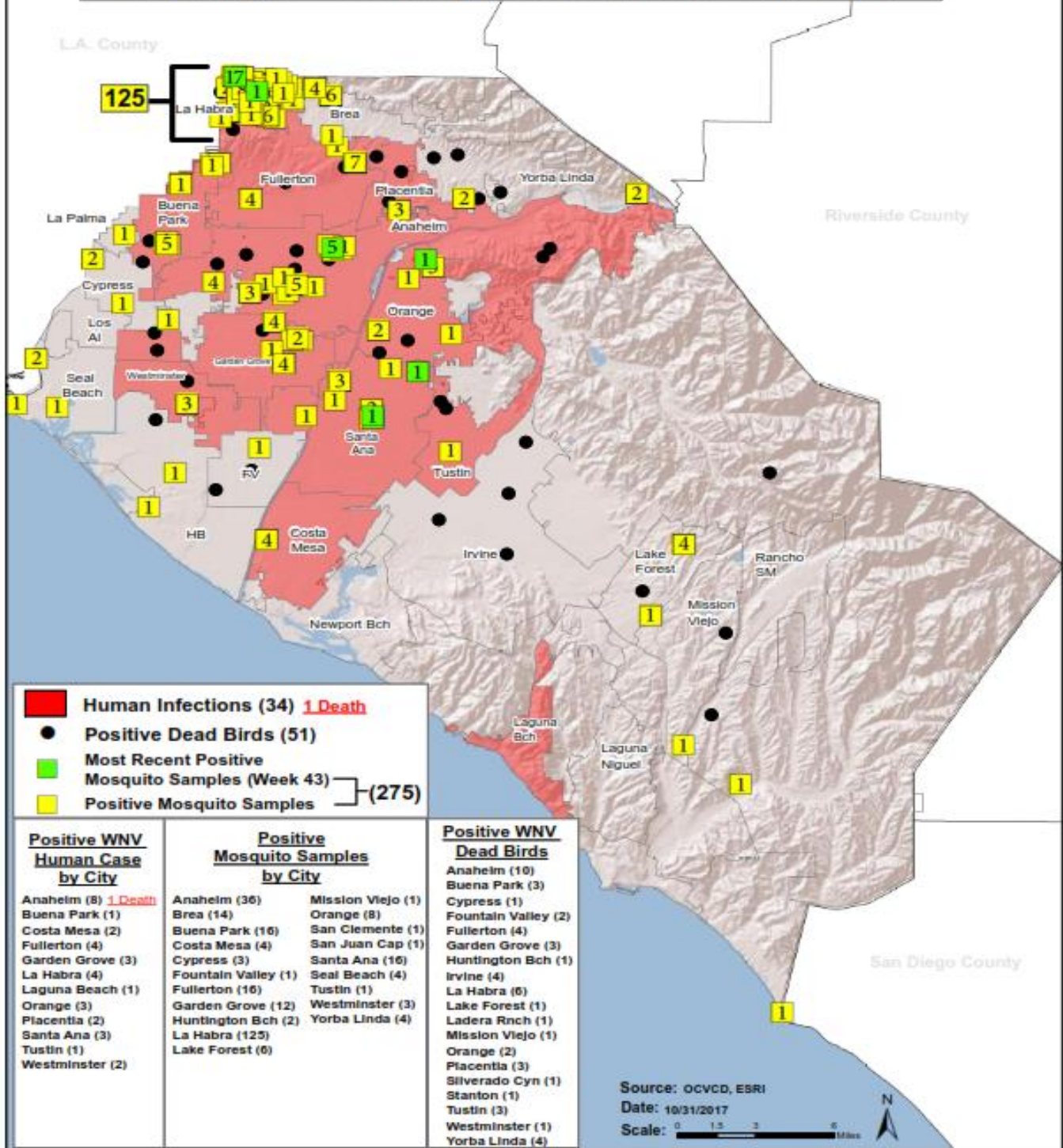
CUMMULATIVE TOTAL NO. OF DETECTED ADULT INAVSIVE <i>AEDES</i> (<i>ALBOPICTUS</i> & <i>AEGYPTI</i>) BY OCMVCD AS OF OCTOBER 28, 2017					
Location	October	YTD	Location	October	YTD
Aliso Viejo			Los Alamitos		1
Anaheim	4	30	Midway City		
Anaheim Hills			Mission Viejo	6	35
Brea	1	14	Modjeska Canyon		
Buena Park		4	Newport Beach		
Cerritos			Orange	4	20
Corona del Mar			Placentia		
Costa Mesa		2	Portola Hills		
Coto de Caza			Rancho Sta. Margarita		
Cypress		1	Rossmoor		
Dana Point			San Clemente		
Foothill Ranch			San Juan Capistrano		
Fountain Valley			Santa Ana	24	288
Fullerton		2	San Juan Hot Springs		
Garden Grove	5	43	Seal Beach		
Huntington Beach	1	4	Silverado Canyon		
Irvine		7	Stanton	1	3
La Habra	6	103	Trabuco Canyon		
La Palma		3	Tustin		
Ladera Ranch			Unincorp., O.C.		
Laguna Beach			Unincorp., Ortega Hwy.		
Laguna Hills			Villa Park		
Laguna Niguel			Westminster		
Laguna Woods			Yorba Linda		
Lake Forest	1	12	Other		
			TOTAL	53	572

***Aedes aegypti*, *Aedes albopictus*, and Zika Virus Surveillance.**

Overall, 201 mosquito batches (pools) of invasive *Aedes* that have been sent to the California Department of Public Health for testing of these six viruses: West Nile virus (WNV), Saint Louis encephalitis virus (SLE), Western equine encephalomyelitis virus (WEE), Zika virus (ZIKV), chikungunya virus (CHIKV), and dengue virus (DENV). One pool of *Aedes aegypti* collected on September 12, 2017, from the city of Garden Grove tested positive for WNV.

The District is conducting intensive adult and larval surveillance for *Aedes aegypti* and *Aedes albopictus* mosquitoes in response to new discoveries of these invasive mosquitoes. Surveillance is also continuing in previously-known infestation areas throughout the county. Year-to-date, the District has received nine travel-acquired Zika virus cases from OC Health Care. During 2016, the District investigated 31 travel-acquired Zika infections in Orange County.

West Nile Virus Activity Orange County, October 31, 2017



Orange County Mosquito and Vector Control District West Nile Virus Risk Assessment, October 2017

Table 1. WNV Surveillance Factor	Assessment Value	Benchmark	Value	
1. Environmental Condition Favorable environmental conditions in Orange County for virus multiplication/transmission. Considers temperature for prior 1 or 2 week period.	1	Average daily temperature ≤ 56°F		
	2	Average daily temperature 57 - 65°F		
	3	Average daily temperature 66 - 72°F	3	
	4	Average daily temperature 73 - 79°F		
	5	Average daily temperature > 79°F		

Cx tarsalis

2. Abundance of adult <i>Culex quinquefasciatus</i> or <i>Culex tarsalis</i> Area wide average of adult mosquitoes the last 5 years = mosquitoes/trap night by month.	1	Vector abundance very low (≤ 50%)		
	2	Vector abundance below average (51 - 90%)		
	3	Vector abundance average (91 - 150%)	3	
	4	Vector abundance above average (151 - 300%)		
	5	Vector abundance well above average (> 300%)		
3. Infection rate (MLE) in variable pool sizes of <i>Culex quinquefasciatus</i> and <i>Culex tarsalis</i> mosquitoes. Considers pooled data for prior 1 or 2 week period.	1	MLE = 0		
	2	MLE ≥ 0.001 – 1.0		
	3	MLE = 1.1 – 2.0	3	
	4	MLE = 2.1 - 5.0		
	5	MLE > 5.0		
4. Dead Bird Infection Number of birds that have tested positive (recent infections only) for WNV during the prior 30 days.	1	No WNV positive dead birds in Southern California		
	2	One or more WNV positive dead birds in neighboring county	2	
	3	One WNV positive dead bird in Orange County		
	4	Multiple WNV positive dead birds in broad region of Orange County		
	5	Multiple clusters of WNV positive dead birds in specific regions of Orange County		
5. Seroprevalence of WNV in free-ranging birds WNV antibody-positive/total sampled biweekly.	2	> 30 % seroprevalence		
	3	21 - 30% seroprevalence		
	4	11 - 20% seroprevalence		
	5	< 10% seroprevalence		
6. Human Infections Do not include this factor in calculations if no cases are detected in region	3	One or more human infections in neighboring county		
	4	One or more human infections in Orange County	4	
	5	Multiple human infections in specific region of Orange County		

Cx tarsalis

Response Level / Average Rating: Normal Season (1.0 to 2.5) Elevated Risk (2.6 to 4.0) High Risk (4.1 to 5.0)	TOTAL	15	
	AVERAGE	3.0	

H. PRESIDENT'S REPORT AND TRUSTEE COMMENTS

I. DISTRICT MANAGER'S REPORT – DISCUSSION AND POSSIBLE ACTION

J. DISTRICT LEGAL COUNSEL REPORT – DISCUSSION AND POSSIBLE ACTION

CLOSING

K. CORRESPONDENCE – DISCUSSION AND POSSIBLE ACTION

Staff Reports from conferences attended in October and November

L. FUTURE AGENDA ITEMS

M. ADJOURNMENT

- 1. ADJOURN TO THE NEXT REGULAR MEETING OF DECEMBER 21, 2017 STARTING AT 3:00 P.M. AT THE ORANGE COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT OFFICES, 13001 GARDEN GROVE BLVD., GARDEN GROVE, CA 92843**

ORANGE COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT
REPORT OF STAFF'S ATTENDANCE
AT CONFERENCE/EVENT

Staff Name and Title: TINA PACIFIC, HR ANALYST

Name of Conference/Event: CALPERS EDUCATION FORUM 2017

Date: OCTOBER 23-25, 2017

Location: PALM DESERT, CA

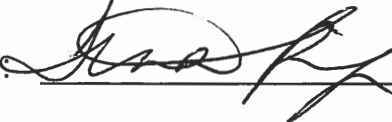
Significant points learned of benefit to the District and its ratepayers:

The CalPERS Education Forum was very useful to attend. In addition to the general session, the conference offered several specialty break out sessions. Some of the most relevant and helpful to me and the District included:

- CalPERS 101 – This session was an overview of CalPERS and my role in administering benefits to District employees and retirees.
- CalPERS Pension Design – Gave me an overview of how CalPERS invests and uses actuarials in the Asset Liability Management process.
- Employment relationships – Covered hiring and distinguishing between employee, retired annuitants and independent contractors as well as the District's role in reporting.
- Health Business Rules – Went over my role and responsibilities as the District's Health Benefit Officer
- Service Credit Purchase – This session was interactive, scenario based to help me learn the different kinds of the service credit purchase options and the process.

Overall the conference was informative and I feel I have a much better understanding of CalPERS. I would recommend attendance to any employee who does any kind of reporting or benefit administration in CalPERS.

Date: 10/30/2017

Signed: 

Print Name: TINA PACIFIC

ORANGE COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT

REPORT OF STAFF'S ATTENDANCE

AT CONFERENCE/EVENT

Staff Name and Title: DEBI KIMBALL

Name of Conference/Event: CALPERS EDUCATION FORUM 2017

Date: OCTOBER 23-25, 2017

Location: RANCHO MIRAGE, CA

Significant points learned of benefit to the District and its ratepayers:

The conference overall was very beneficial.

My focus at the conference was on the new reporting features rolled out in July covering:

Maintaining Payroll Records

Adjustment reports

Managing payroll projections and the enhanced

My|CalPERS functionality.

They have simplified access to and using the Cognos Reporting Tool.

In this last year CalPERS technical team has really stepped up, listened to the user surveys and our frustrations due to many of the reporting processes and it shows.

Also, I was not aware of the plan projections, so I'm anxious to log in and see where we stand. Another improvement is their receivable page – format is easier to understand for making payments (even future payments) and ability to drill down for research.

There was a lot to take in and so much more to apply in my reporting.

Obtained name and direct number for our specific payroll analyst Mathis Sheridan/

Date: 10-30-2017

Signed: Debi Kimball

Print Name: DEBI KIMBALL

ORANGE COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT

REPORT OF STAFF'S ATTENDANCE

AT CONFERENCE/EVENT

Staff Name and Title: Liz Escobar, Administrative Assistant

Name of Conference/Event: NEOGOV 16TH Annual User Conference

Date: October 25—27, 2017

Location: Las Vegas, Nevada

Significant points learned of benefit to the District and its ratepayers:

NEOGOV is the market and technology leader in on-demand human resources software for the public sector.

Insight and Product Roadmap: Learned the new insight Roadmap for 2018 and how new features and functionality can enable us to be more effective, efficient, and strategic.

Learned Insight's advanced functionality when setting up an exam plan. Advanced functionalities as the rating matrix, scoring plans, advanced filtering, evaluation substeps, reporting, subject matter expert reviews, and the Online Hiring Center. Important methods that can improve our day to day operations.

Focused on the importance of data, and when used correctly can make our organization a recruitment powerhouse. The step by step process to run reports that can answer questions such as: How long does it take to fill positions? What are our best advertising sources? Statistical data requests can be used when evaluating our onboarding process.

The future of NEOGOV is focused in creating new onboarding enhancements and adding features such as employee performance evaluations, personal actions forms and a training university.

Date: 10/30/17

Signed:



Print Name: Elizabeth Escobar

ORANGE COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT
REPORT OF STAFF'S ATTENDANCE
AT CONFERENCE/EVENT

Staff Name and Title: Rick Howard, District Manager

Name of Conference/Event: MVCAC Fall Meeting

Date: November 1 - 2, 2017

Location: Sacramento, CA

Significant points learned of benefit to the District and its ratepayers:

I am a member of the MVCAC Board of Directors and attended the fall Board meeting in Sacramento from November 1 – 2, 2017.

The MVCAC considers a wide variety of vector related matters as well as industry trends, challenges and successes.

The meetings include representatives from the California Department of Public Health as well as U.C. Davis.

Topics discussed included the dead bird hotline ongoing funding issues between MVCAC and CDPH; FY 2018-19 MVCAC Annual Budget; and a variety of committee meetings. Please see attached schedule for a complete agenda.

I also attended meetings with the MVCAC legislative committee as well as the education and I.T. Committees.

Date: November 6, 2017

Name: Rick Howard

Rick Howard



MVCAC
Mosquito and Vector Control Association of California

**FALL QUARTERLY MEETING
November 1 and 2, 2017
Embassy Suites Sacramento**

AGENDA

Tuesday October 31, 2017
3:00-5:00 PM

Trustee Training
Who Does What? Best Practices in Board / Staff Relations
Presented by CSDA

Wednesday November 1, 2017

10:00-11:00 a.m.	Trustee Council Meeting
10:00-11:15 p.m.	Legislative Committee
12:00 noon-3:00 p.m	MVCAC Board of Directors Meeting
3:00-3:15 p.m	Afternoon Break
3:15 – 4:30 p.m.	Regulatory Affairs & NPDES Committee Meeting
	Laboratory Technology Committee

Thursday November 2, 2017

8:00-9:00 a.m.	Information Technology Committee Meeting
	Vector & Vector-Borne Disease Committee Meeting
9:00-10:00 a.m.	Public Relations Committee
	Vector Control Research Committee Meeting
10:00-10:15 a.m.	Refreshment Break
10:15-11:15 a.m.	Integrated Vector Management Committee Meeting
	Training & Certification Committee Meeting

ORANGE COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT

REPORT OF STAFF'S ATTENDANCE

AT CONFERENCE/EVENT

Staff Name and Title: Lora Young, Director of Communications

Name of Conference/Event: MVCAC Fall Quarterly Meeting


Date: November 1-2, 2017

Location: Sacramento, California

Significant points learned of benefit to the District and its ratepayers:

The Mosquito Vector Control Association of California (MVCAC) fall quarterly meeting was important in providing an update on state-wide efforts and project status in outreach, integrated vector management, legislative affairs and regulatory items. The meetings also provided a great networking opportunity to speak with other districts on their activities this past summer and learn what communications plans they found useful and impactful within their service areas.

Date: November 3, 2017

Signed: 

Print Name: Lora Young

ORANGE COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT

REPORT OF STAFF'S ATTENDANCE

AT CONFERENCE/EVENT

Staff Name and Title: Robert F. Cummings, Director of Scientific Services

Name of Conference/Event: MVCAC Fall Quarterly Meeting

Date: October 31 – Nov. 2, 2017

Location: Embassy Suites, Sacramento, California

Significant points learned of benefit to the District and its ratepayers:

The Mosquito and Vector Control Association of California (MVCAC) holds quarterly meetings to update vector control staff and trustees on various issues facing member agencies. Topics covered included regulatory and legislative matters regarding finances, updates on NPDES issues, activity reports on West Nile virus and invasive *Aedes* mosquitoes in the state, and discussions on the legality of using drones for mosquito surveillance and control over populated areas.

I met with several agencies about their participation in the Google-sponsored "Debug Fresno" project where sterilizing male *Aedes aegypti* mosquitoes have been released in Fresno County to control this invasive species. I also discussed with several district personnel and vendors about their spray equipment and techniques employed to combat West Nile virus and invasive *Aedes* mosquitoes. The results of my discussions included several ideas that OCMVCD needs to consider to enhance its vector control program.

Date: November 6, 2017

Signed: 

Print Name: Robert F. Cummings

ORANGE COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT

UPCOMING MEETING CALENDAR

MEETING	LOCATION	DATE
CalPERS Retirement Forum	Rancho Mirage, CA	October 23-25, 2017
NEOGOV Conference	Las Vegas, NV	October 25-27, 2017
MVCAC Fall Quarterly Meeting	Sacramento, CA	November 1-2, 2017
RAS Technology Workshop	Davis, CA	November 29-Dec 1, 2017
MVCAC Planning Meeting	Emeryville, CA	November 30-Dec 1, 2017
CalPELRA Annual Conference	Monterey, CA	December 4-8, 2017
MVCAC Annual Conference	Monterey, CA	January 28-31, 2018
AMCA Annual Conference	Kansas City, MO	February 26-Mar 2, 2018
Vertebrate Pest Conference	Rohnert Park, CA	February 26-Mar 1, 2018
MVCAC Legislative Day	Sacramento, CA	March 6-7, 2018
MVCAC Spring Quarterly Meeting	South Lake Tahoe, CA	April 26-27, 2018
AMCA Legislative Days	Washington D.C.	May 2018
CSDA Legislative Days	Sacramento, CA	May 22-23, 2018
RIFA Conference	Cary, NC	TBD 2018
VCJPA Annual Workshop	Walnut Creek, CA	TBD 2018