REPORT

DATE: February 7, 2008

TO: Regional Council
Administration Committee

FROM: Richard Dixon, Chair, Personnel Subcommittee

SUBJECT: Charter of the Personnel Subcommittee

EXECUTIVE DIRECTOR'S APPROVAL:

RECOMMENDED ACTION:
The respective members of the Personnel Subcommittee present at its December 13, 2007 meeting recommend that the Administration Committee and the Regional Council approve the Subcommittee's charter.

BACKGROUND:
Chair Loveridge of the Administration Committee has previously requested that subcommittees of the Administration Committee prepare charters for their respective group. The Personnel Subcommittee met on December 13, 2007 and reviewed and approved forwarding the charter on for approval. The subcommittee therefore requests that the Administration Committee and Regional Council approve the charter so as to make it the official charter of the Personnel Subcommittee.

FISCAL IMPACT:
There is no fiscal impact related to this matter.

Reviewed by:
Division Manager

Reviewed by:
Department Director

Reviewed by:
Chief Financial Officer

PERSONNEL SUBCOMMITTEE CHARTER

Purpose of the Subcommittee

To assist the Administration Committee and Regional Council in its oversight responsibilities for SCAG's human resources programs administration.

Authority

The Personnel Subcommittee is a subcommittee of the Administration Committee and the Regional Council reporting to the Administration Committee and has authority to review and approve human resources programs such as the staff merit pay program, deferred compensation plans, revisions to the classification and compensation structure and staff salary ranges, staff recognition and reward programs.

Composition

The Personnel Subcommittee will consist of at least three members of the Regional Council Administration Committee and shall have a maximum of seven members. The Regional Council President will appoint Subcommittee members. The Subcommittee will select a Chairperson and Vice-Chair from amongst its members.

Meetings

The Subcommittee will normally meet at least four times per fiscal year, with authority to convene meetings, as circumstances require. All Subcommittee members are expected to attend each meeting. The Subcommittee will invite members of management or others to attend meetings and provide pertinent information, as necessary. Meeting agendas will be prepared and provided in advance to members, along with appropriate briefing materials in accordance with the Brown Act. Minutes of each meeting will be prepared.

Responsibilities

The Subcommittee will carry out the following responsibilities:

- receive regular reporting on deferred compensation plan fees, investments, participants, changes to plan document
- review and approve classification structure, salary ranges, compensation philosophy
- review and approve employee benefit plan improvements requiring board action (such as CalPERS plan changes, significant changes in employee benefit plans)
- review and approve staff recognition and rewards programs requiring general funds expenditures