

**TOWN OF SAN ANSELMO
STAFF REPORT**

For the Meeting of September 25, 2012

TO: Town Council
FROM: Debra Stutsman, Town Manager
SUBJECT: Appointments to the Board of Review

RECOMMENDATION

That Council appoint one applicant to the Board of Review.

DISCUSSION

The Board of Review has a membership of 5 seats. There are two vacancies available. Katie Gaier has applied for a position. She was interviewed on September 9, 2012.

The application is attached herewith.

The status report on current openings on the Town Boards/Commission/Committees is also attached.

Respectfully submitted,



Debra Stutsman
Town Manager

Attachment No. 1 Status Report
Attachment No. 2 Application

**TOWN OF SAN ANSELMO
BOARDS/COMMITTEES/COMMISSIONS
STATUS REPORT
As of 09/20/12**

Board, Committee, Commission (total seats)	Seats Expiring/ Vacant	Applicants	Term (Yrs)¹	Date Interviewed
Arts Commission <i>9 seats + 1 youth</i> <u>Dave Donery</u>	1 exp	Arnie Cicchetti* Gail Galli	3	
Board of Review <i>5 seats</i>	2 vac 1 exp	Katie Gaier	6	09/11/2012
Capital Programs Monitoring Committee <i>6 seats</i> <u>Sean Condry</u>			4	
Financial Advisory Committee <i>5 seats</i>	5 vac	Matt Elhen** Jeff Holder** Lucy Autry Wilson** Doug Mason** John Barrows** Roberta Robinson** Matthew Brasler** Don Matthew Smith** John D. Wright	6 mo.	09/11/2012
		Christopher Livermore** Gage Houser** Nancy Oswald** Margot Kramer Biehle** Liz Dahlgren** Matt Brown** Doug Kelly**		
Flood Committee <i>5 seats</i> <u>Sean Condry</u>			4	
Historical Commission <i>11 seats</i> <u>Linda Kenton</u>	2 vac 5 exp	Joan Vermond* Elizabeth Anderson* Thomas Hendricks* Richard Miner* Wendy Sylvia*	4	
Library Advisory Board <i>7 seats + 1 youth</i> <u>Linda Kenton</u>	1 vac	Elizabeth (Dean) McDonald Louis V. Baesel	4	09/11/2012
Library Tax Oversight Committee <i>5 seats</i> <u>Linda Kenton</u>			3	
Marin Commission On Aging <i>1 seat</i>			3	
Marin County Hazardous & Solid Waste Authority <i>1 seat</i>			3	
Mosquito Abatement District <i>1 seat</i>	1 exp		2	

**TOWN OF SAN ANSELMO
BOARDS/COMMITTEES/COMMISSIONS
STATUS REPORT
As of 09/20/12**

Board, Committee, Commission (total seats)	Seats Expiring/ Vacant	Applicants	Term (Yrs)¹	Date Interviewed
Open Space Committee <i>11 seats + 1 youth</i>	3 exp		4	
Parks & Recreation Commission <i>7 seats + 1 youth</i> <i>Dave Donery</i>	1 vac	Stephen Burdo	4	
Planning Commission <i>7 seats</i> <i>Diane Henderson</i>	2 exp	Pascal Sisich* Judy House	4	09/11/2012
Quality of Life <i>7 seats</i> <i>Debbie Stutsman</i>			2	
Ross Valley Paramedic Authority <i>1 seat</i> <i>Roger Meagor</i>			4	
Tax Equity Board <i>3 seats</i> <i>Daria Carrillo</i>	1 vac	Michael DeAngelis	3	

- * Incumbent
- ** Interview has been scheduled

¹ Per Commission Guidelines, differing term lengths may be allowed to accomplish a staggering of the appointment schedule.



TOWN OF SAN ANSELMO

525 San Anselmo Ave, San Anselmo, CA 94960

APPLICATION FOR APPOINTMENT TO A SAN ANSELMO BOARD/COMMISSION/COMMITTEE

To: San Anselmo Town Council

Date: 7.30.12

I wish to apply for an appointment to a term/balance of term of the

Board of Review

Incumbent

New Member

Name: Katie Guice

Home Address: 869 San Anselmo Ave, Apt. 8

Occupation: HR consultant

Employer's Address: self employed

Home Phone: 785-7428 Work Phone:

Cell: 214-5887 E-Mail: neonbee@comcast.net

Number of Years as a resident of San Anselmo: 10

In Marin: 30

Education Level Achieved:

- Graduate Degree (Major:)
College or University Degree (Major: political science, social science)
Some College
High School Diploma
Other (Explain:)

Names and phone numbers of San Anselmo residents who can be contacted for referral information about me:

- 1. Dawn Wenz w. 464-6020
2. Michael Aycock c. 831-383-8280
3. Patrick Faulkner h. 485-2932

YES NO

I would be able to regularly attend the meetings of this Board/Commission/Committee.

checkmark

I would be available to attend additional meetings when they are necessary.

checkmark

I am familiar with the responsibilities and functions of this Board/Commission/Committee.

checkmark

I have attended meetings of the Board/Commission/Committee as a member of the public.

checkmark

List briefly, previous experience serving in public office, and/or on civic commissions, boards, or committees:

Although I have not served on a board or commission I have represented management at County Personnel Commission hearings & I have made presentations to Boards, commissioners & committees of public agencies.

Reasons for this appointment:

As a Human Resources professional, I have an interest in balancing management rights with those of public employees. As a resident of San Anselmo, I wish to offer my services to the Town.

What are your qualifications for this appointment:

I have 22 years of H.R. experience with County of Marin, primarily in labor & employee relations. I have 4 years experience as an H.R. consultant for public agencies.

Briefly, what do you consider to be the most important, one or two current issues facing this Board/Commission/Committee?

1. Balancing management rights with employee rights.
2. Public sentiment towards public employees (may result in increased complaints against employees)

I understand that I, and all other applicants, will be personally interviewed by the Town Council as part of the selection process for this appointment. I also understand that my application material will be a public document and available on the Town's website. Sensitive materials that you don't wish to be posted on the website should not be included with the application.

Katie Javier
Signature

4.31.12
Date

Other Boards, Commissions, or Committees on which you would be interested in serving if not appointed to this seat?

Do you wish to be considered again if you are not selected for this appointment? Yes No

(You may attach personal resumes or other information which you believe would be helpful to the Council in its selection process.)

Thank you for your interest in serving the Town of San Anselmo and its citizens. For further information, please contact Jeannie Courteau, Administrative Services Assistant II at jcourteau@townofsananselmo.org or (415)258-4691.

KATIE GAIER
869 SAN ANSELMO AVENUE, #8
SAN ANSELMO, CA 94960
(415) 785-7428 (H)
(415) 279-5887 (CELL)
neonbee@comcast.net

EXPERIENCE

HUMAN RESOURCES CONSULTANT
SELF-EMPLOYED
APRIL 2008 – CURRENT

- Provide consulting services on human resources issues to public agencies (during this time also worked six months as an extra-hire Personnel Analyst and Deputy Director of Human Resources in Employee Relations/Labor Relations for the County of Marin).

DEPUTY DIRECTOR OF HUMAN RESOURCES
COUNTY OF MARIN HUMAN RESOURCES DEPARTMENT
3501 CIVIC CENTER DRIVE, SAN RAFAEL, CA 94903
AUGUST 2002 – MARCH 2008

- **Deputy Director: Labor Relations/Classification Compensation/Benefits and Payroll/Employee Services Division of Human Resources Department**
- Manage the County's labor relations unit, including liaison with eleven unions and employee associations that represent approximately 90 per cent of the County's workforce; chief negotiator or co-chief for contract bargaining; meet and confer with labor organizations as required; contract interpretation for County supervisors, managers, and staff; coordinate and represent the County on nine joint/labor management committees; provide advice and represent Human Resources in employee grievances up to and including arbitration; handle unfair labor practice charges; assist County Counsel and County departments on disability retirement, Peace Officers Bill of Rights, Firefighters Bill of Rights, workers' compensation, FLSA, and other related employee/labor relations issues; recommend labor relations strategies to the Board of Supervisors, the County Administrator and the Director of Human Resources.
- Manage the Human Resources Department's Classification and Compensation unit, including supervision of three Personnel Analysts, which determines appropriate job classes and salaries for County positions; develops and updates class specifications for all County job classes; performs organization and re-organization studies for County departments; handles salary and benefit surveys; conducts classification studies and prepares reports and recommendations on job classes and salaries; prepares Board agenda items; compiles and analyzes salary and benefits data; performs salary and benefits surveys in support of negotiations; and assists in negotiations and labor/management committees.
- Manage the Human Resources Department's Benefits and Personnel Payroll unit, including direct supervision of an Employee Benefits Supervisor and indirect supervision of 2.5 Payroll Technicians/Employee Programs Coordinator, which provides the administration and provision of benefits for County employees; presents New Employee Orientation to all new County regular hire employees; maintains and manages employee personnel files; coordinates, reviews, and

inputs personnel action forms for all employees; administers leave programs including FMLA and the Catastrophic Leave Donation Plan; advises departments on benefits and payroll; interprets contract language and County rules related to benefits, payroll and leave; provides input into payroll software upgrades; produces a County "Message from HR" newsletter; coordinates wellness programs including smoking cessation and Weight Watchers at Work.

- Manage the Human Resources Department's Employee Services unit, including direct supervision of the Volunteer and Employee Programs Manager and indirect supervision of 1.5 Employee Programs Coordinators, which operates the County's Civic Center Volunteer Program, the Frankly Speaking employee newsletter, the Employee Length of Service Recognition Program, and the Student Intern Program.

- **Co-managed the Human Resources Department in absence of the Director (8/02-5/03)**

In addition to the duties listed below (Principal Personnel Analyst), co-managed the operations of the Human Resources Department along with another Acting Deputy Director, including the additional responsibilities of managing the departmental budget unit, the employee volunteer/recognition/communications unit, the training and organizational development unit, and the administrative support unit, as well as working directly with and making recommendations to the Board of Supervisors and the County Administrator on employee relations and labor relations issues.

**PRINCIPAL PERSONNEL ANALYST
COUNTY OF MARIN HUMAN RESOURCES DEPARTMENT
JUNE 1994 - AUGUST 2002**

- Participate as a negotiator on labor negotiations teams
- Conduct meet and confer sessions with bargaining units
- Lead joint labor-management committees
- Advise and assist County departments on employee relations issues to ensure compliance with state and federal law, County ordinances and rules, and collective bargaining agreements
- Interpret and administer complex rules, regulations and contracts
- Serve as liaison to labor unions and employee associations
- Develop and administer personnel policies and procedures
- Supervise the administration of County benefits programs
- Collect and analyze data for formulating labor relations strategies for recommendations to the Board of Supervisors
- Administer Countywide position control system for budgetary compliance
- Compile data for departmental budget
- Supervise support staff in personnel/payroll and benefits enrollment activities
- Provide lead direction to employee relations staff
- Conduct and review extensive classification and compensation studies
- Coordinate Human Resources portion of the payroll system and serve on payroll system conversion and upgrade committee
- Function as a hearings officer on examination appeals
- Represent Human Resources at grievance and disciplinary action hearings
- Make presentations to the Board of Supervisors, the Personnel Commission, and employee groups
- Direct the operations of the Human Resources Department in the absence of the Director of Human Resources
- Serve as staff to Personnel Commission in the administration of the County Merit System
- Serve as Public Information Officer for the County Emergency Operations Center (EOC)
- Human Resources representative on the Telecommuting Core Team

**ACTING DIRECTOR OF HUMAN RESOURCES
COUNTY OF MARIN HUMAN RESOURCES DEPARTMENT
JUNE - NOVEMBER 1994**

- In addition to the duties of a Principal Personnel Analyst, managed the day-to-day operations of the Human Resources Department which included administration, budget, and direction of seven functional areas (employee relations, recruitment and testing, affirmative action, volunteers, training, human rights commission, and women's commissions)

**SENIOR PERSONNEL ANALYST/TEAM LEADER
COUNTY OF MARIN HUMAN RESOURCES
JULY 1992 - JUNE 1994**

- Human Resources Analyst/Representative to County departments
- Recruitment and examination lead worker
- Classification and compensation lead worker
- Employee relations lead worker
- Benefits administration lead worker
- Payroll/Personnel transactions and position allocation lead worker
- New employee orientation coordinator
- County representative to Bay Area Worksite Wellness Coalition

**SENIOR PERSONNEL ANALYST - EMPLOYEE RELATIONS
COUNTY OF MARIN HUMAN RESOURCES
NOVEMBER 1989 - JUNE 1992**

- Provided employee relations services to departments and employees
- Conducted comprehensive classification and compensation studies
- Coordinated and provided employee benefits orientation
- Served as employee benefits specialist
- Conducted research, wrote reports, and performed cost analysis for labor negotiating sessions
- Prepared and administered labor contracts
- Coordinated and supervised personnel/payroll system

**PERSONNEL ANALYST
COUNTY OF MARIN PERSONNEL
NOVEMBER 1986 - NOVEMBER 1989**

- Performed recruitment and testing for County departments
- Developed and designed examinations
- Hired, trained and supervised office support staff
- Coordinated Countywide training program and staffed Training Advisory Committee
- Coordinated Countywide employee recognition program and staffed Employee Recognition Committee
- Conducted classification and compensation studies
- Coordinated participation in statewide automated salary and compensation survey network
- Administered word processing network within six departments
- Conducted recruitment and outreach analysis

**ASSISTANT MANAGER
CAPTAIN VIDEO OF MARIN, SAN ANSELMO, CA
SEPTEMBER 1982 - OCTOBER 1986**
(Part-time position while attending graduate school)

- Developed and implemented staff schedule
- Supervised employees and provided conflict resolution
- Assisted bookkeeper in accounts payable record keeping

**EMPLOYMENT COUNSELOR
COMMUNITY SERVICES CONSORTIUM, CORVALLIS, OR
MARCH - NOVEMBER 1980 AND MAY - SEPTEMBER 1981**

- Developed and maintained case plans
- Provided employment, career and personal counseling to clients
- Served as agency field representative to employers
- Developed job sites for clients
- Monitored job sites for compliance with federal regulations and labor laws
- Provided technical services to agencies
- Coordinated and conducted assessment program for clients

**INTAKE MANAGER
COMMUNITY SERVICES CONSORTIUM, CORVALLIS, OR
SEPTEMBER 1979 - MARCH 1980**

- Managed Countywide centralized eligibility intake office
- Hired, trained and supervised staff
- Made referrals to other agencies
- Served as liaison to community agencies
- Gathered and maintained statistical data
- Participated in merging two social service agencies
- Conducted workshop on centralized intake at statewide conference

**INFORMATION-REFERRAL SPECIALIST
COMMUNITY COORDINATED CHILD CARE COUNCIL, SALEM, OR
FEBRUARY 1977 - FEBRUARY 1979**

- Interviewed and screened applicants for eligibility
- Counseled applicants in selection of services
- Referred applicants to other service agencies
- Developed and maintained case plans
- Monitored use of HUD Block Grant and Revenue Sharing funds
- Planned and implemented training for service providers

**PROGRAM DIRECTOR
YMCA, SALEM, OR
JANUARY 1974 - AUGUST 1976**

- Planned and developed child development programs for pre-school and school-age children
- Monitored programs for compliance with regulations
- Hired, trained and supervised staff

- Conducted needs assessments
- Developed and monitored budgets
- Organized parent advisory boards and prepared board reports
- Developed community resources

**HOUSING COUNSELOR
VOLUNTEERS IN SERVICE TO AMERICA (VISTA), EUGENE, OR
SEPTEMBER 1970 - OCTOBER 1971**

- Assessed housing needs in rural Lane County
- Assisted applicants in seeking loans and grants for housing needs
- Organized volunteer workers for housing projects
- Referred applicants to appropriate services
- Participated in Housing and the Community class at University of Oregon
- Developed community resources

EDUCATION AND TRAINING

Bachelor of Arts Degree - Political and Social Sciences; University of Detroit, Michigan

Graduate study in Community Economic Development - University of California, Davis

Various related seminars and workshops including: Managing Diversity, Preventing Sexual Harassment, Stress Management, Labor and Arbitration Workshop, Reinventing Government, "ADA, FMLA and Workers Compensation", Supervisory Academy, "Doing More with Less", Recruitment and Selection, "Train the Trainer", Leadership, "Coaching, Counseling and Conflict Resolution", Coping with Change, Interest Based Bargaining/Problem Solving in the Public Sector, "Seven Habits of Highly Effective People/Four Roles of Leadership".

TOWN OF SAN ANSELMO

Staff Report

September 19, 2012

For the Meeting of September 25, 2012

TO: Town Council
FROM: David P. Donery, Community Services Director
SUBJECT: Youth Commissioner Appointments

RECOMMENDATION

That Council approve the recommendations from the Arts Commission, Open Space Committee, Parks and Recreation Commission, and the Quality of Life Commission to appoint Ryan Leary, Spencer Galli, Mitch Young, and Savannah Sanford as Youth Commissioners for 2012/2013.

BACKGROUND

In 2009, the Town Council approved the addition of a youth member to the Parks and Recreation Commission. This has been very successful and has produced not only a youth voice on the Commission, but also created an important link to Drake High School's Leadership program.

In December of 2010, the Town Council approved the expansion of the membership of the Arts Commission, Historical Commission, Library Advisory Board, Open Space Committee and the Quality of Life Commission to allow for the addition of one youth member for a period of 12 months commencing in July of 2011.

DISCUSSION

The Community Services Director conducted a recruitment process during the spring of 2012. This process resulted in the recruitment of four Youth Commissioners. Applicants were interviewed by each Commission, and recommendations were approved. The Arts Commission selected Ryan Leary, the Open Space Committee selected Spencer Galli, the Parks and Recreation Commission selected Mitch Young, and the Quality of Life Commission selected Savannah Sanford as their Youth Commissioners for 2012/13. All four Commissioners are current students at Sir Francis Drake High School.

In addition, the Library Advisory Board had previously appointed a Youth Commissioner and the Historical Commission may interview a candidate at their October meeting.

Respectfully submitted,



David P. Donery
Community Services Director