



FALLBROOK PUBLIC UTILITY DISTRICT
MEETING OF THE PERSONNEL COMMITTEE

REVISED AGENDA (REV. 1)

MONDAY, JULY 16, 2018
1:30 P.M.

FALLBROOK PUBLIC UTILITY DISTRICT
990 E. MISSION RD., FALLBROOK, CA 92028
PHONE: (760) 728-1125

If you have a disability and need an accommodation to participate in the meeting, please call the Secretary at (760) 728-1125 for assistance so the necessary arrangements can be made.

Writings that are public records and are distributed during a public meeting are available for public inspection at the meeting if prepared by the local agency or a member of its legislative body or after the meeting if prepared by some other person.

I. PRELIMINARY FUNCTIONS

CALL TO ORDER / ROLL CALL

PUBLIC COMMENT

II. ACTION / DISCUSSION

A. REVIEW DRAFT REQUEST FOR PROPOSALS

Recommendation: Staff recommends approving the proposed draft RFP.

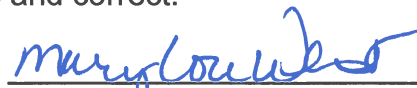
III. ADJOURNMENT OF MEETING

DECLARATION OF POSTING

I, Mary Lou West, Secretary of the Board of Directors of the Fallbrook Public Utility District, do hereby declare that I posted a copy of the foregoing agenda in the glass case at the entrance of the District Office located at 990 East Mission Road, Fallbrook, California, at least 72 hours prior to the meeting in accordance with Government Code § 54954.2(a).

I, Mary Lou West, further declare under penalty of perjury and under the laws of the State of California that the foregoing is true and correct.

July 13, 2018
Dated / Fallbrook, CA


Secretary, Board of Directors

MEMO

TO: Personnel Committee
FROM: Lisa Chaffin, Human Resources Manager
DATE: July 16, 2018
SUBJECT: Draft Request for Proposal for Professional Labor Negotiations Services

Purpose

To obtain approval of the proposed request for proposal (RFP) for labor negotiations services.

Summary

Per the request of the Board, staff has prepared a draft RFP for procurement of a negotiator to support upcoming contract negotiations. Attached is a draft RFP for review by the Personnel Committee.

Recommended Action

Staff recommends approving the proposed draft RFP.

REQUEST FOR PROPOSAL FOR PROFESSIONAL LABOR NEGOTIATIONS SERVICES

The Fallbrook Public Utility District (FPUD) is seeking a qualified and experienced professional consultant for labor negotiation services. FPUD invites interested law firms, attorneys, or professional negotiators to submit written proposals. The successful firm or individual will work directly for and at the direction of the District's Board of Directors (Board).

The overall objective of the labor negotiation services sought is to successfully negotiate a successor Memorandum of Understanding (MOU) with each of the District's two bargaining units: 1) Fallbrook Public Utility District Employees' Association (FPUDEA) and 2) Fallbrook Management Employees' Association (FMEA). The current MOUs expired June 30, 2018 and were extended, by mutual agreement, for one year, to June 30, 2019.

SCOPE OF WORK

FPUD is seeking professional labor negotiation services to perform the full range of services related to the negotiation and drafting of an MOU, including planning, strategizing, and proactively advising on issues related to labor negotiations.

Specific responsibilities of the consultant include, but are not limited to the following:

- I. Negotiation Planning and Preparation Activities
 - A. Create a schedule/timeline to ensure the timely completion of the negotiations process ahead of the June 30, 2019 expiration date of the current MOUs.
 - B. Review the current MOUs and related practices, policies, and documents, including the Personnel Regulations.
 - C. Work with staff to prepare a summary of benefit costs for initial discussion with Board to help draft proposals including summary of current and projected pension costs.
 - D. Develop recommendations for revisions to MOU language to ensure consistency with both and among other relevant District practices, policies, and documents, including the Personnel Regulations.
 - E. Advise the Board and key staff on best practices (e.g., meeting and conferring in good faith), applicable laws/rules and trends in labor negotiations.

- F. Lead and facilitate discussions with the Board and key staff regarding goals, strategic and financial objectives, and priorities. Include a specific discussion with both the board and staff on pension obligations.
- G. Conduct up to three (3) meetings with the Board to review the current MOUs and discuss negotiation parameters and potential proposals.

II. Negotiation Activities

- A. Serve as the District's lead negotiator.
- B. Assist with the preparation of cost analysis of proposals.
- C. Work with the General Manager and Human Resources Manager to draft proposals for submission to the Board in closed session.
- D. Evaluate and analyze proposals received from the bargaining units, advise and make recommendations to the Board and key staff on how to proceed.
- E. Maintain communication with and provide updates regularly to the Board and key staff on the status of negotiations.
- F. Participate in closed-session Board briefings as requested by the Board.
- G. Assist with the preparation of documents (e.g., memos, presentations, charts) used to convey information to the Board.
- H. Act as FPUD's advisor in mediation, fact-finding and related procedures, as necessary.

III. Post Negotiations Activities

- A. Attend Board meeting/s for adoption of the MOUs.

IV. Other Services to be Provided as needed:

- A. Provide ongoing support on such matters as MOU language interpretation and strategies for implementing and administering terms of the MOUs.

DISTRICT'S RESPONSIBILITIES

District staff will work closely and cooperatively with the Consultant to provide the assistance needed to achieve the Board's goals. The Board will carefully consider all materials and proposals presented by the consultant and provide clear feedback to the consultant throughout the negotiation process.