

**MARIN EMERGENCY RADIO AUTHORITY**

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**MEMORANDUM**

**DATE:** March 11, 2009

**TO:** MERA Board

**FROM:** Maureen Cassingham, Executive Officer

**SUBJECT:** AGENDA ITEM B-6: REPORT ON ADDITIONAL SERVICES  
AMENDMENT NO. 2 TO AGREEMENT FOR PROFESSIONAL SERVICES  
AND EXECUTIVE OFFICER 2009 WORK PLAN –  
REGIONAL GOVERNMENT SERVICES AUTHORITY

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Recommended Action: As recommended by the Executive Committee on February 11, 2009, accept the Executive Officer's 2009 Work Plan and Additional Services Amendment No. 2 to the Agreement for Professional Services between the Marin Emergency Radio Authority and Regional Government Services Authority for Executive Officer Maureen Cassingham as presented.

Background: On December 3, 2007, the MERA Board of Directors, upon the recommendation of the Executive Committee, approved the attached Agreement with Regional Government Services Authority (RGS) for the professional services of Maureen Cassingham as MERA Executive Officer. Term of the Agreement was through December 31, 2008. Monthly fee for providing services was \$4,500, including RGS fees and all out-of-pocket expenses. This fee is subject to annual review with each performance evaluation. Estimated average number of work hours per week was 8-10 hours. Duties to be performed were outlined in Exhibit A of the Agreement.

On December 10, 2008, the Executive Committee met in Closed Session to evaluate the performance of the Executive Officer over the last 12 months. Public discussion and direction from the Executive Committee regarding the performance evaluation resulted in Board approval of Amendment No. 1 of the RGS contract, which extended the services of the Executive Officer from January 1, 2009, through February 28, 2009, with the same terms and conditions.

The Committee also appointed a subcommittee of members Kreins, Nordhoff and Revere to meet with the Executive Officer to develop a detailed work plan for 2009. The Subcommittee met on January 5 and January 20 to finalize the plan, along with recommendations for Amendment No.2 to the RGS Contract which include the new term

beginning March 1, 2009 through December 31, 2009 and an increase in the monthly fee from \$4,500 per month to \$6,000 per month, reflecting the increase in workload to 12-15 hours per week.

ATTACHMENTS:      Amendment No. 2 to RGS Contract      Executive Officer 2009 Work Plan  
                         Exhibit A     Draft of Organization Chart  
                         MERA/RGS Contract