

MARIN EMERGENCY RADIO AUTHORITY

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DATE: September 10, 2014

TO: MERA Executive Board

FROM: Maureen Cassingham, Executive Officer

SUBJECT: AGENDA ITEM **B-1**: MID-YEAR REVIEW OF EXECUTIVE OFFICER
WORK PLAN AND HOURS –
EXECUTIVE OFFICER WORK PLAN COMMITTEE

Recommended Action: Receive the EOWP Committee Report on the Executive Officer's Work Plan and Hours and act on the Committee's recommendations.

Background: The MERA Governing Board approved the 2014 Executive Officer Work Plan on December 11, 2013. The EOWP Committee comprised of President Pearce, Vice President Hymel and Executive Board Member Gray, was provided with the attached Plan update which reflects Executive Officer's tasks through August 31, 2014. A recap of the E.O.'s Work Hours was also distributed to the Committee (updated through August 31, 2014 for this report).

As you know, compensated hours were increased from 15 to 19 per week, effective 1-1-13, to address additional workload associated with Strategic and Outreach Plan implementation and Next Gen System project support. The additional four hours are charged to the Replacement Fund which has borne all Strategic Plan and Next Gen System project expenses to date.

The EOWP Committee will present their recommendations to the Executive Board on September 10.

ATTACHMENTS:

- B-1a 2014 Executive Officer Work Plan – August 31, 2014 Update
- B-1b Recap of Executive Officer Work Hours – August 31, 2014 Update
- B-1c Scope of Services from MERA/RGS Executive Officer Services Contract – 12-11-13