

MARIN EMERGENCY RADIO AUTHORITY

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DATE: December 13, 2017

TO: MERA Governing Board

FROM: Maureen Cassingham, Executive Officer

SUBJECT: AGENDA ITEM **A-2**: PROPOSED CY2018 AGREEMENT FOR MANAGEMENT AND ADMINISTRATIVE SERVICES WITH REGIONAL GOVERNMENT SERVICES (RGS) FOR MERA EXECUTIVE OFFICER AND PROPOSED 2018 EXECUTIVE OFFICER WORK PLAN

Recommended Action: Upon recommendation of the Executive Board, approve:

- 1) Proposed CY2018 Agreement for Management Services with Regional Government Services (RGS) for MERA Executive Officer and Proposed 2018 Executive Officer Work Plan;
- 2) Approve the Executive Board recommended Executive Officer's 2017 Work Plan Outcomes and Hours through 11/30/17, including a regular annual cost of living adjustment to the Executive Officer hourly rate effective January 1 each year; and,
- 3) Approve the Executive Officer's recommendation of annual cost of living adjustments to the Deputy Executive Officer-Next Gen Project and Administrative Assistant-Next Gen Project hourly rates effective January 1 each year.

Background: On November 8, the Executive Officer Work Plan Committee, comprised of President Pearce, Executive Board Chair Hymel and Executive Board Member Gray, reviewed the status of the E.O. Work Plan for 2017, the Proposed Work Plan for 2018, along with the Work Hours Summary through 10/31/17.

The 2017 Plan Update provided a status on performance requirements 1 – 9, including Special Projects and an update on a draft Succession Plan activities to date. The Proposed 2018 Work Plan includes development of the final draft of the Proposed Executive Officer Succession Plan and transition options for Executive and Governing Board consideration in 2018.

Regarding the Executive Officer's compensated hours, the Committee recommended continuation of the 18 hours average per week for General Administration and an average of 11 hours per week for Strategic Plan Next Gen Project Implementation, for a total of 29 average hours per week. General Administration hours are charged to the Operating Fund and Strategic Plan/Next Gen Implementation hours are charged to the Next Gen Project Fund, whose revenue source is the Measure A Parcel Tax.

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The Committee discussed the options being explored by the Executive Officer to provide meeting minutes services for the MERA Boards and Committees, which are currently being prepared by her. Six resources have been identified to do meeting minutes, including in-meeting minutes taking or preparation by remote means. Each of these options however, has offsetting time consumptive drawbacks which require further assessment.

The Executive Board also recommended continuation of an annual cost-of-living increase in the Executive Officer's hourly rate each January 1. The CY2018 CPI adjustment is 3.6%, which is consistent with the County's FY17-18 Agreements rates.

Additionally, the Executive Officer recommends continuation of annual cost of living adjustments in the hourly rates of the Deputy Executive Officer-Next Gen Project and Administrative Assistant-Next Gen Project, effective each January 1, based on the County's CPI increase.

ATTACHMENTS:

- A-2a 2017 Executive Officer Work Plan Update – through 11/30/17
- A-2b Proposed 2018 Executive Officer Work Plan
- A-2c 2017 Recap of Executive Officer's Work Hours – through 11/30/17
- A-2d CY2018 Agreement with RGS for MERA Executive Officer