

MARIN EMERGENCY RADIO AUTHORITY

DATE: December 9, 2015
TO: MERA Governing Board
FROM: Maureen Cassingham, Executive Officer
SUBJECT: AGENDA ITEM **A-4**: PROPOSED CY2016 AGREEMENT FOR MANAGEMENT AND ADMINISTRATIVE SERVICES WITH REGIONAL GOVERNMENT SERVICES (RGS) FOR MERA EXECUTIVE OFFICER AND PROPOSED 2016 EXECUTIVE OFFICER WORK PLAN

Recommended Action: Upon recommendation of the Executive Board, approve the Proposed CY2016 Agreement for Management and Administrative Services (RGS) which continues the Executive Officer's services from January 1, 2016 through December 31, 2016, the Proposed 2016 Executive Officer Work Plan and the recommendation regarding the Executive Officer's Compensated Hours and Cost of Living Hourly Rate Adjustment.

Background: The Executive Officer Work Plan Committee, comprised of President Pearce, Vice President Hymel and Executive Board Member Gray, reviewed the E.O. Work Plan for 2015 through 11/6/15, the Work Plan for 2016 which includes development of a succession plan, along with the Work Hours Summary through 10/31/15. The Committee recommended both Plans as presented.

Regarding the Executive Officer's compensated hours, the Committee recommended continuation of the 18 hours average per week for General Administration and an increase from 7 hours per week to 11 for Strategic Plan Next Gen Project Implementation, for a total of 29 average hours per week, retroactive to July 1, 2015. 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.

The Committee also recommended review of the Executive Officer's hourly rate, which has not been adjusted since December, 2007. A study of comparable administrative positions was requested as part of the FY2016-17 Budget planning process for Executive and Governing Board action.

On November 18, 2015 the Executive Board recommended to the Governing Board the 2015 and 2016 Plans as presented; the increase in compensated hours to 29 average hour per week, retroactive to July 1, 2015; a 3% COL increase in the Executive Officer's hourly rate effective January 1, 2016; and, a salary study as part of the FY16-17 Budget process.

ATTACHMENTS: A-4a 2015 Executive Officer Work Plan – through 11/30/15
A-4b Proposed 2016 Executive Officer Work Plan
A-4c 2015 Recap of Executive Officer's Work Hours – through 11/30/15
A-4d CY2016 Agreement with RGS for MERA Executive Officer