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DATE: May 10, 2017
TO: MERA Governing Board
FROM: Maureen Cassingham, Executive Officer
SUBJECT: AGENDA ITEM **B-5**: EXECUTIVE OFFICER WORK PLAN COMMITTEE
(EOWP) – UPDATE ON SUCCESSION PLAN AND
STAFF SUPPORT

Recommended Action: Receive and file the Executive Officer Work Plan Committee Update on Succession Plan and Staff Support.

Background: The EOWP Committee met again on March 24, 2017, to receive an update and further discuss the attached Executive Officer Succession Plan and request for additional staff support. (See attached 2-15-17 EOWP Report). The Executive Officer and Deputy Executive Officer for the Next Gen Project are planning to provide support services for Next Gen Project implementation and MERA operations through scheduled Project completion in June 2019.

During this intervening period, the Executive Officer will work on preparing working files and documents for integration with MERA active and archival files at NFPD, along with development of an annual schedule of mission critical external filing deadlines and service provider contact information. The Executive Officer will also work on a cross training protocol for day-to-day operations that can be used as a guide for short and longer term transition bridging.

The Committee supported the Executive Officer's request to explore professional minutes taking services to free up more time for the other day-to-day operations, special projects and succession planning preparation and documentation.

ATTACHMENT:

B-5a February 15, 2017 Report to Executive Officer Work Plan Committee