

MARIN EMERGENCY RADIO AUTHORITY

95 Rowland Way, Novato, CA 94945

PHONE: (415) 878-2690 FAX: (415) 878-2660

DATE: December 12, 2018

TO: MERA Governing Board

FROM: Maureen Cassingham, Executive Officer

SUBJECT: AGENDA ITEM **B-2**: PROPOSED CY2019 AGREEMENT FOR MANAGEMENT AND ADMINISTRATIVE SERVICES WITH REGIONAL GOVERNMENT SERVICES (RGS) FOR MERA EXECUTIVE OFFICER AND PROPOSED 2019 EXECUTIVE OFFICER WORK PLAN

Recommended Action: Upon review of the Executive Officer Work Plan Committee, approve the Following:

- 1) Proposed CY2019 Agreement for Management Services with Regional Government Services (RGS) for MERA Executive Officer and Proposed 2019 Executive Officer Work Plan;
- 2) Approve the Executive Officer's 2018 Work Plan Outcomes and Hours through 11/30/18, 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 20, 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 2018, the Proposed Work Plan for 2019, along with the Work Hours Summary through 10/31/18.

The 2018 Plan Update provided a status on performance requirements 1 – 9, including Special Projects. The Proposed 2019 Work Plan reflects similar goals to 2018 with the possibility of adding a short-term additional borrowing for the Next Gen Project.

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.

AGENDA ITEM B-2: PROPOSED CY2019 AGREEMENT FOR MANAGEMENT
SERVICES WITH REGIONAL GOVERNMENT SERVICES (RGS)
FOR MERA EXECUTIVE OFFICER AND PROPOSED 2019
EXECUTIVE OFFICER WORK PLAN

December 12, 2018

Page 2

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 Committee also recommended continuation of an annual cost-of-living increase in the Executive Officer's hourly rate each January 1. The CY2019 CPI adjustment is 2.7%, which is consistent with the County's FY18-19 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 FY18-19 Agreements rates.

ATTACHMENTS:

- B-2a 2018 Executive Officer Work Plan Update – through 11/30/18
- B-2b Proposed 2019 Executive Officer Work Plan
- B-2c 2018 Recap of Executive Officer's Work Hours – through 11/30/18
- B-2d CY2019 Agreement with RGS for MERA Executive Officer