

MARIN EMERGENCY RADIO AUTHORITY

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DATE: December 14, 2016

TO: MERA Governing Board

FROM: Maureen Cassingham, Executive Officer

SUBJECT: AGENDA ITEM **A-2**: PROPOSED CY2017 AGREEMENT FOR MANAGEMENT AND ADMINISTRATIVE SERVICES WITH REGIONAL GOVERNMENT SERVICES (RGS) FOR MERA EXECUTIVE OFFICER AND PROPOSED 2017 EXECUTIVE OFFICER WORK PLAN

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

- 1) Proposed CY2017 Agreement for Management Services with Regional Government Services (RGS) for MERA Executive Officer and Proposed 2017 Executive Officer Work Plan;
- 2) Approve the Executive Board recommended Executive Officer's 2016 and 2017 Work Plans and Hours through 11/30/16, 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: 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 2016, the Work Plan for 2017, along with the Work Hours Summary through 10/31/16. On October 31, the Committee recommended the 2016 Plan as presented and added development of a long-term Next Gen System support plan beyond the System Upgrade Agreement to the 2017 Work Plan.

The 2016 Plan Update provided a status on performance requirements 1 – 7, along with a recitation of Special Projects and a draft Succession Plan. The Proposed 2017 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 early 2017.

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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December 14, 2016

Page 2

The Committee discussed whether the Executive Officer meeting hours could be addressed by the Deputy Executive Officer – Next Gen System and the possibility of additional dedicated administrative assistant support for the Executive Officer and options to accomplish this.

The Executive Board also recommended an ongoing annual cost-of-living increase in the Executive Officer's hourly rate every January 1. The 2017 CPI adjustment is 2.6%.

Additionally the Executive Officer recommends ongoing 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.

ATTACHMENTS:

- A-2a 2016 Executive Officer Work Plan
- A-2b Proposed 2017 Executive Officer Work Plan
- A-2c 2016 Recap of Executive Officer's Work Hours – through 11/30/16
- A-2d CY2017 Agreement with RGS for MERA Executive Officer