

MARIN EMERGENCY RADIO AUTHORITY

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DATE: December 9, 2020
TO: MERA Governing Board
FROM: Maureen Cassingham, Executive Officer
SUBJECT: AGENDA ITEM **B-3**: PROPOSED CY2021 AGREEMENT FOR MANAGEMENT AND ADMINISTRATIVE SERVICES WITH REGIONAL GOVERNMENT SERVICES (RGS) FOR MERA EXECUTIVE OFFICER AND PROPOSED 2021 EXECUTIVE OFFICER WORK PLAN

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

- 1) Proposed CY2021 Agreement for Management Services with Regional Government Services (RGS) for MERA Executive Officer, including suspension of annual cost-of-living adjustment for 2021 and Proposed 2021 Executive Officer Work Plan; and,
- 2) Executive Officer's 2020 Work Plan Outcomes and Hours through 11/30/20.

Background: The Executive Officer Work Plan Committee, comprised of President Pearce, Vice President Cusimano and Governing Board Member Gaffney, reviewed the status of the E.O. Work Plan for 2020, the Proposed Work Plan for 2021, along with the E.O. Work Hours Summary through 11/30/20, prior to today's meeting. Their comments will be provided at the December 9, 9 2020 meeting.

The 2020 Plan Update provides a status on performance requirements 1 – 7, including Special Projects. The Proposed 2021 Work Plan reflects similar goals to 2020.

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.

The Committee also recommended suspension of an annual cost-of-living increase in the Executive Officer's hourly rate for CY2021.

Finally, the Executive Officer recommends suspension of annual cost of living adjustments in the hourly rates of the Deputy Executive Officer-Next Gen Project and Administrative Assistant-Next Gen Project for CY2021.

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ATTACHMENTS:

- B-3a 2020 Executive Officer Work Plan Update – through 11/30/20
(to be distributed under separate cover)
- B-3b Proposed 2021 Executive Officer Work Plan
- B-3c 2020 Recap of Executive Officer’s Work Hours – through 11/30/20
- B-3d CY2021 Agreement with RGS for MERA Executive Officer