
Governing Board Communication

Proposed 2022 Executive Officer Work Plan

Under this Work Plan, the Executive Officer will:

1. Develop and provide oversight on staff reports, policies, recommendations, and financial operations including preparation of operating, debt service, and capital budgets, for Finance Committee, Executive, and Governing Board review and action.
2. Continue implementation of Strategic Plan (update as warranted) and complete development of Staffing and Resource Plan including implementation of recommended and approved changes. Coordinate and supervise work performed by contract staff and consultants including: ongoing implementation of the Next Gen System Project, finalization of Next Gen sites leases/licenses, expansion of member and public outreach on Project progress and construction, development of new partnerships, and strengthening communications between MERA Board and Committee members and non-member agencies.
3. Facilitate Finance Committee, Executive and Governing Board's evaluation of Next Gen System Project budget, cash flow/reserves, secondary financing, and reserve policy for consensus and further direction.
4. Provide administrative leadership to facilitate transition to the new Operations Officer and coordinate work efforts on current System operations and Next Gen System implementation.
5. Enhance website organization to provide easily accessible information on MERA (current and historical), status of the Next Gen System and other MERA projects, and finalize Records Imaging/Electronic Storage Project.
6. Disseminate information to member agencies, County professional organizations, media, and other Marin County groups on current MERA operations and Next Gen System implementation.
7. Develop and facilitate MERA Orientations via Zoom with Deputy Executive Officer – Next Gen Project for new Executive Board and Governing Board Members and Alternates, member agency elected and appointed officials and other interested persons.
8. Perform all other duties as outlined in the Executive Officer Scope of Duties or as directed by MERA Executive and/or Governing Boards.