



December 8, 2021

---

Governing Board Communication

**TO: MERA Governing Board**

**FROM: Mary Morris-Mayorga, Interim Executive Officer**

**SUBJECT: PROPOSED CALENDAR YEAR 2022 AGREEMENTS FOR MANAGEMENT AND ADMINISTRATIVE SERVICES WITH REGIONAL GOVERNMENT SERVICES (RGS) FOR MERA EXECUTIVE OFFICER AND STAFF, AND PROPOSED 2022 EXECUTIVE OFFICER WORK PLAN**

Recommended Action

Following review and feedback of the Executive Officer Work Plan Committee, approve the following:

1. Proposed Calendar Year 2022 Agreement for Management Services with Regional Government Services (RGS) for MERA Executive Officer;
2. Proposed Calendar Year 2022 Amendment No. 8 for Staff; and
3. Proposed 2022 Executive Officer Work Plan.

Background

The Executive Officer Work Plan Committee, comprised of President Pearce, Vice President Cusimano and Governing Board Member Gaffney, reviewed: 2021 Executive Officer Work Plan Report and Proposed 2022 Work Plan prior to today's meeting. Comments received from the Committee will be provided at the December 8, 2021 meeting.

The 2021 Work Plan Report provides a status on performance requirements, noting the change in Executive Officer that occurred in May 2021. Under the draft Staffing Plan which incorporates technical level administrative and finance support positions, it is estimated that the Executive Officer's hours will range from 15-20 hours per week given some duties may be shifted to these positions. 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.

Fiscal Impact

The proposed RGS agreement amendments including adjustments to realign staffing resources are within the current budget.

Attachments: 2021 Executive Work Plan Report  
Proposed 2022 Executive Officer Work Plan  
Staffing Plan (draft)  
Calendar Year 2022 Agreement with RGS for MERA Executive Officer  
Calendar Year 2022 Amendment No. 8 with RGS for Staffing