

OLYMPIC REGION CLEAN AIR AGENCY
2940 Limited Lane NW
Olympia, Washington 98502
PERSONNEL MEETING – Hybrid via Zoom
January 11, 2023

A video recording of this meeting is available on the ORCAA YouTube channel at:
<https://www.youtube.com/@ORCAADan/videos>

Members present: Jim Cooper, City of Olympia (Chair)
Greg Brotherton, Jefferson County (Vice Chair)
Robin Vazquez, City of Lacey

Members absent:

Staff Present: Jeff Johnston, Ph.D., Executive Director; Dan Nelson, Communications Manager; Lynn Harding, Financial Services Manager; and Debbie Moody, Office Manager/Public Records Officer

Cooper called the meeting to order at 9:03 a.m. and asked for a quick roll call of members and staff.

Cooper asked for consensus of the Agenda. Members agreed.

APPROVAL OF MINUTES

Brotherton moved to approve Minutes of December 14, 2022, the motion was seconded and carried unanimously.

EXECUTIVE DIRECTOR REVIEW

Continued Discussion and Preparation for Director Evaluation

Cooper noted he set up meetings with a majority of staff managers, and has met with two, along with Brotherton. Cooper noted he will work with Moody to get the rest of the team scheduled. Cooper added, he has a meeting set up for an open call to all other staff to discuss as well. There is a Rubrik scale for staff to use when reviewing performance measures.

Cooper noted the discussions have been good with practical suggestions. For the open meeting with the other staff there is an anonymous poll function we have asked them to use.

The next steps include combining all comments to bring to the Board to discuss in Executive Session. The Board will work on finalizing a contract and write up a final review for his file.

Cooper stated he has asked Johnston to work with Myers to draft new contract with new framework.

Cooper will pass the draft on to the committee for review. We'd like to implement any salary change with the next fiscal year budget.

Harding stated on page 2 of Johnston's contract the beginning salary is \$159,000 for the first year and the Board would review on annual basis and is open to an enhancement for February if the board chooses.

Vasquez suggested sending the performance measures to the full Board now, so they have time to review for the February meeting. Cooper noted he would mention it during the Chair report and Johnston committed to sending the information out after the Board meeting.

Cooper reminded the committee they will be meeting with the salary survey committee. Johnston noted he and Harding met with them and feels it will be a good discussion.

There was nothing further from the committee.

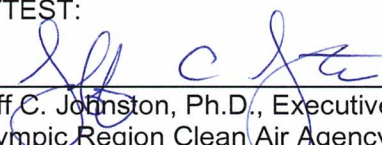
ADJOURNMENT

Cooper adjourned the meeting at 9:16 a.m.

CERTIFICATION

I hereby certify this is a true and correct copy of the minutes of the meeting of the ORCAA Board of Directors held on January 11, 2023, in Olympia, Washington.

ATTEST:



Jeff C. Johnston, Ph.D., Executive Director
Olympic Region Clean Air Agency

Jim Cooper, Chair
ORCAA Personnel Committee

DATED: 3/30/2023