

OLYMPIC REGION CLEAN AIR AGENCY
2940 Limited Lane NW
Olympia, Washington 98502

Personnel Committee Meeting

April 8, 2015

Members present: Steve Rogers, Pacific County
Wes Cormier, Grays Harbor County
Dan Di Guilio, City of Port Angeles

Members absent:

Staff Present: Fran McNair, Executive Director and Debbie Moody, Office
Manager/Recorder

The meeting came to order at 11:45 am. Rogers asked for approval of the Agenda. Di Guilio moved approval of the Agenda. Cormier seconded the motion and it carried unanimously. Rogers asked for approval of the Minutes of February 11, 2015. Cormier moved approval of the minutes. Di Guilio seconded the motion and it carried unanimously.

Evaluation Process for Executive Director

Rogers thanked staff for sending the different evaluation forms. McNair explained the first form was used in the past and we have included several from other agencies, including Thurston County. After some discussion, it was decided to use the same questions as previously used, and add the 1 to 5 scale and a comment section. The committee requested the form be made into a fillable electronic form.

Rogers stated he wasn't sure if the Board is in a position to comment on, or have a sense of, McNair's everyday dealings with staff. McNair did note, as the director she does have difficult issues to deal with when it comes to staff. McNair explained she works closely with staff and has offered to bring in a third party (Myers/Carignan) if needed, to work through issues. Rogers stated ORCAA is a unique agency and McNair is dealing with very competent and technical staff and she needs to be able to understand her staff and their dealings.

Rogers asked if the evaluation could it wait until June. McNair stated it could. We can prepare the form and send it to the committee for approval. We could then send it out to the full Board and staff to complete. Once completed, the forms could be sent to D.Moody for compilation. The compilation could then be sent to the committee for review and then discussed at the June meeting with the Board. The committee agreed to meet at 9:30 prior to the June Board meeting.

McNair stated her current contract is 3 years and she would be fine with a 5 year contract if the committee would like to recommend that. McNair noted with the 3rd phase of our salary increase, her current salary will be below 2 staffs' salaries. She requested her compensation be raised enough to be above them. It was noted the new contract should be effective July 1. Di Guilio stated he would prefer it stay a 3 year contract. The committee was fine with that decision.

McNair stated she would update the contract, leaving the compensation blank, and send it out

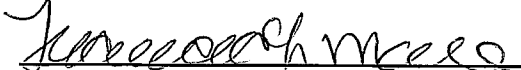
to the committee for review.

The meeting adjourned at 12:00 pm.

CERTIFICATION

I hereby certify this is a true and correct copy of the minutes of the meeting of the ORCAA Personnel Committee held on April 8, 2015, in Olympia, Washington.

ATTEST:


Francea L. McNair, Executive Director
Olympic Region Clean Air Agency


Steve Rogers, Chair
ORCAA Personnel Committee

DATED: June 10, 2015