

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

Personnel Committee Meeting

June 14, 2017

Members present: Cynthia Pratt, City of Lacey (Chair)
Terri Jeffreys, Mason County
Mary Ellen Winborn
Wes Cormier (not a member of the committee)

Members absent:

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

The meeting came to order at 9:00 am.

Pratt asked for approval of the Agenda. Jeffreys moved approval of the Agenda, the motion was seconded and carried unanimously.

Jeffreys moved the addition of the Minutes to the Agenda. The motion was seconded and carried. Pratt asked for approval of the April 12, 2017 Minutes. Jeffreys moved approval of the Minutes and it was seconded and carried.

EXECUTIVE DIRECTOR EVALUATION

After review of the evaluation summary, Jeffreys noted there were no rankings below a 3 and the recommendations by the members that participated were good. Jeffreys felt the evaluation was very good, but it is unfortunate only had 5 of the 9 participate. Jeffreys stated she would be interested to hear if anyone had any other comments, besides what was listed in the summary.

Pratt stated she did feel that when staff is giving presentations the director typically jumps in and talks for or over them, however, sometimes it may be adding something that might get missed. Overall, Pratt was pleased with the final evaluation. The committee all noted how much they enjoy ORCAA and the staff and serving on the Board.

McNair agreed that she has an amazing staff. McNair also agreed with Pratt and apologized for jumping in and noted she tries to watch that, but her concern is that while thinking ahead, she is fearful staff will not cover something she feels is important.

Pratt felt the agency and budget seems to be running more smoothly and it is a sign of a good director. McNair encouraged the committee, and Board, to discuss issues with her at any time. Cormier did note, on several boards he sits on there is a failure of the representatives of not giving direction to some of the directors. His goal is to keep an open communication of his views and ideas.

McNair did have some questions on the comments of her evaluation and the committee and McNair went over them.

Moving on to the director's salary, Pratt asked McNair to leave so the committee could discuss the options. Pratt noted we had comparison salaries from several of the other agencies. It was noted the budget, as it stands does increase the director's salary from \$124k to \$126k (with a COLA). D. Moody noted McNair's concern of staff having higher salary than the director. Cormier noted it isn't uncommon. Directors manage people and hire technical staff (engineers, doctors, etc.) that would be expected to have higher salaries due to their expertise. Winborn agreed.

After some discussion Jeffreys moved the director's salary be increased to \$128,000. The motion was seconded and carried unanimously.

McNair was brought back in to the meeting and Pratt explained the committee will be recommending a new salary of \$128,000 for the director. The recommendation will be brought to the full Board. McNair thanked the committee.

There was nothing further for the Committee.

The meeting adjourned at 9:37 am.

CERTIFICATION

I hereby certify this is a true and correct copy of the minutes of the meeting of the ORCAA Finance Committee held on June 14, 2017, in Olympia, Washington.

ATTEST:


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


Cynthia Pratt, Chair
ORCAA Finance Committee


DATED: April 11, 2018