

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

Personnel Committee Meeting

April 11, 2018

Members present: Jim Cooper, City of Olympia (Chair)
Kate Dean, Jefferson County
Joan Cathey, City of Tumwater

Members absent:

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

The meeting came to order at 11:45 am. Dean asked if McNair was comfortable having her evaluation done in open session, noting it is something that could be done in Executive Session. McNair stated she was fine with it. Cooper noted we can create the process and bring the results to the Board in Executive Session. Cooper stated we do not want to review the results in an open meeting, but the Board can take any action on any recommendations or ask the committee for any recommendations in open session.

Cooper asked for approval of the Agenda. Dean moved approval of the Agenda, the motion was seconded and carried unanimously.

Cooper asked for approval of the Minutes from June 14, 2017. Dean moved approval. The motion was seconded and carried.

EXECUTIVE DIRECTOR EVALUATION

McNair explained she had sent an evaluation template to the committee. It was noted the last evaluation was done in June. McNair stated her contract expires June 30 and it will need to be renewed, if it is the pleasure of the Board.

McNair stated she sent emails to the other directors requesting salary information. She has only received information back from a few. McNair did note NWCAA's director was at \$150,000 but is unsure what it is currently. SWCAA's director's current salary is \$143,000 and PSCAA is at \$180,000. McNair stated NWCAA and SWCAA are the most like our agency in size, etc. McNair added there are three women directors and we are all paid significantly lower wages than our male counterparts. Cooper asked if McNair took a pay-cut when she came to ORCAA. McNair stated she did. McNair wanted to make it clear that she is cognizant of the budget and doesn't expect a large increase in pay.

Cooper, noting the salary survey process, asked if there was a large shift in the director's salary. McNair stated there was a small increase. Cooper, noting an evaluation was done last year, asked McNair if she felt she received a good evaluation at that time. McNair stated she did but was open to an evaluation if the committee so chooses. Cooper asked the committee what they wanted to do. Cathey noted she did not participate in last year's evaluation as she was new to

the Board. Cathey also noted the questions on the evaluation form seem to be more about staff and she wondered how the Board would know how staff's morale is affected by the director's leadership. Cooper felt the Board would hear from staff if there were problems. It was noted a 360 review was done a few years ago. Cooper stated when he has participated in 360 reviews, it has been his experience the data isn't very valuable. Cooper felt the Board would recognize if there were issues as the management staff is present at Board meetings and interact opening and respectively with McNair.

Dean asked D. Moody if a 360 evaluation would be of benefit. D. Moody stated she didn't think they would learn anything. D. Moody didn't feel there were any major issues currently at the agency. Cooper suggested a note go out to the Board and staff letting them know there will not be a formal evaluation, however if they have any comments regarding performance they can contact Cooper directly and any comments would be brought back to the committee.

Cooper requested a copy of the contract be emailed to the committee for review. McNair was asked to send any requested changes to her contract as well. There was some discussion regarding the length of the contract and the committee may consider extending it beyond 3 years.

There was some discussion regarding salary and McNair noted several of the other agencies are doing a salary survey currently. Cooper noted we may want to do another salary survey in the next few years, just to make sure we continue to be competitive and on par with other air agencies. Cathey asked how often the director's salary was reviewed. McNair stated it is reviewed each year at budget time. Cooper asked the committee if they wanted to consider adding yearly step increases to the director's contract. The committee felt it best to continue with an annual review.

Cooper noted we will meet again in May. The Board can decide at the meeting, whether to have an Executive Session to discuss any details.

There was nothing further for the Committee.

The meeting adjourned at 12:30 pm.

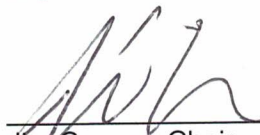
CERTIFICATION

I hereby certify this is a true and correct copy of the minutes of the meeting of the ORCAA Finance Committee held on April 11, 2018, in Olympia, Washington.

ATTEST:



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



Jim Cooper, Chair
ORCAA Finance Committee

DATED: 5/9/18