

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

PERSONNEL COMMITTEE MEETING

March 11, 2020

Members present: Jim Cooper, City of Olympia (Chair)
Mary Ellen Winborn, Clallam County (via phone)
Joan Cathey, City of Tumwater
Greg Brotherton, Jefferson County

Members absent:

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

Cooper called the meeting to order at 11:20 a.m.

APPROVAL OF AGENDA

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

EXECUTIVE DIRECTOR EVALUATION and SALARY

Evaluation/Process Discussion

Cooper stated, right before the meeting there was some discussion about how the process had been done in the past. We have been given a tool (evaluation form) by McNair. The question is, what is our preference as to what we want to get from the Board.

Cooper asked if McNair had any strategic comments about the process. McNair stated she did not, however noted she appreciates the comments; she also appreciated the fact that Cooper had allowed staff to make comments.

Brotherton asked if we would be using the tool provided. Cooper explained we did last time; however, we did not get all of them back last year due to new members. Cooper stated we also held an executive session prior to finalizing the budget. McNair noted we will need to meet after the April Board meeting in order to be able to include any salary changes in the budget.

Cooper stated we would then hold our executive session at the beginning of the May Board meeting. We can then discuss any budget implications.

Cooper requested Moody locate the note for staff from the previous year and he would work with her to revise it and resend it out to staff.

Salary Discussion

Cooper asked for a brief recap of previous discussions. McNair explained she looks at Western Washington air agencies and is currently the lowest paid. McNair added she doesn't use Puget Sound's salary due to the size difference; it is just Southwest and Northwest. McNair did request

salaries from both NW and SW but have not heard back yet. Last year, McNair noted, because an evaluation wasn't done the committee suggested to just give a COLA. Cooper added he recalled we gave a larger increase 2 years ago due to the discrepancy in pay and a gender discrepancy. Winborn asked what the dollar amount per staff member works out to be. She specifically asked about PSCAA. We have looked at it with regards to FTEs Cooper stated. McNair stated typically we supply number of staff and budget amount. Winborn noted you still manage the same issues, whether it is people or not.

Cooper requested that information be sent to the committee once they are received. Cooper also noted we also considered the highest paid employees and how close they were to the director's salary. McNair noted we are looking at a COLA of 2.9% (we use West Region CPI). With the COLA, it brings our highest paid staff to \$135k and McNair is currently \$138k. Winborn asked if there is a general rule of thumb for how much higher the director's salary should be over their top staff. Cooper stated their City Manager made less than some staff. Winborn thought it was 20%; Cooper said he had never seen it in policy; however, he assumes anywhere from 5% to 20% if it isn't too far out of the norm. Neatherlin had shared with Cooper that Mason County has gone away from COLA and raises and, under union contracts strictly a single increase per year, per employee—currently 1.5-2% for the next couple of years.

McNair explained we have adequate salaries. We are not the highest, nor are we the lowest, but it is important to have good salaries and benefits in order to keep our staff. McNair stated she feels she has a very good staff and would like to keep them.

The committee got off topic, discussing revenue stream and other financial issues (rent, attorney etc.). McNair explained our budget and fees.

Cooper brought the conversation back to the issue of the Director's evaluation. Based on the discussion, Cooper stated, we would like to see a salary history for the Director; comps with NW and SW air agencies as well as their FTEs and total budget; our total FTEs and total budget to compare; also a look at our senior staff with COLA in comparison to Director's salary. Cooper noted the budget that will be brought to the Board will automatically include the same COLA for the Director as for staff. If we feel we are in a hard time or want to suspend the Director's COLA that is an action the committee would need to take to change the budget. Cooper did note he would recommend matching the COLA with staff, given where we are and the uncertainty of the economy.

Cooper did state evaluation forms should be done and given back to Moody by March 31.


ADJOURNMENT

The meeting adjourned at 11:49 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 March 11, 2020, in Olympia, Washington.

ATTEST:


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

Jim Cooper, Chair
ORCAA Board of Directors

DATED: 4/9/2020