

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

**PERSONNEL COMMITTEE MEETING – via zoom**

April 8, 2020

Members present: Jim Cooper, City of Olympia (Chair)  
Mary Ellen Winborn, Clallam County  
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 8:33 a.m. Meeting done through Zoom – introductions were done for the record.

**APPROVAL OF AGENDA**

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

**APPROVAL OF MINUTES**

Brotherton moved approval of the Minutes of March 11. The motion was seconded and carried unanimously.

**EXECUTIVE SESSION**

Cooper had requested a session be placed on the agenda, if needed. For the committee's benefit, Cooper noted because we are in a virtual meeting and it is being recorded, it is nearly impossible to have an executive session. Cooper noted if everyone was ok with no Executive Session we will move on. The committee agreed we could move forward.

**EXECUTIVE DIRECTOR EVALUATION and SALARY**

Evaluation

Cooper explained we received salary information from McNair and Moody had sent on evaluation summary of those she had received. Cooper noted 3 members did not send in evaluations. He noted he also received one contact from staff which was 2-3 paragraphs of glowing review of McNair.

Cooper recommended we reflect on what we saw on the document.

Cathey stated she felt McNair deserved 5s across the board. She noted McNair has broad experience and it adds to our agency. She has good contacts and is smart in her use of them, making a good impression of how ORCAA is seen in the broader community.

Brotherton also included an evaluation form and overall felt McNair makes professionalism and responsive look easy. He did note his evaluation form did include things he would like to see more of but admitted some of it is due to his lack of experience.

Winborn stated she has said many times ORCAA is a highlight for her. The way McNair runs the meetings is well done and they are positive, informative and objective. Winborn noted she has been on the Board for 5 years and feels that is a good amount of time to see different aspects, and thus far McNair has handled things beautifully.

Cooper added there is a fine balance between citizens and being graceful and professional all at the same time.

Winborn added, since she has been on the Board, we have had quite a few public hearings and she wanted to note how impressed she was by the way McNair handled those. We may not have had a lot of public; it was obvious she was capable of dealing with a room full of people.

Cooper thanked staff for the good data set, it is validating.

### Salary

Cooper noted his recommendation, based on where we are in the budget process, while we'd love to give our director a large raise with the position we are in financially during this time, we keep the director's salary tied to what the rest of the staff will or will not get. Cooper did note the finance committee is looking at either a 0% or 1.5% increase in fees and pay. We did look at a 3% increase previously, however due to Covid-19 situation we felt it was more responsible to go lower and see how we come out this year.

Winborn asked if we do evaluations each year. Cooper noted we do evaluations every other year. Winborn asked, due to Covid, if we could have another evaluation next year to see if things have changed. If it weren't for the unknown, Winborn stated, I think we would have done something different. Cooper stated we can review her salary anytime. Brotherton agreed with both; with the situation as it is, we are impressed with the job McNair is doing and would like to compensate her, but under the circumstances it is best to match it to staff this year and seeing how it goes. Cathey was unclear what direction the committee was taking. Brotherton noted he felt waiting a year to re-evaluate or look at salary because we don't know what the reverberation will be from Covid. Cooper agreed. Cathey reiterated, you are wanting to wait a year however we have the option of doing it earlier if we choose. Cooper stated that was correct. Cooper added, as a board, we can look at the budget at any time during the year. If we feel we need to make changes, we can.

McNair thanked the committee for the evaluation and support. She stated the leadership the entire Board provides is very beneficial to her in helping her do her job. She did ask, if things recover sooner that the committee look at her salary due to the fact she lags so far behind everyone else. Under the circumstances, she is hopeful we get the 1.5% increase for staff as they do deserve it. The amount needed to cover the 1.5% is a small number regarding the overall budget.

McNair did note she is ok with constructive criticism and if there is something the Board needs her to do, she would appreciate hearing about. Each of our counties are very different and we want to be cognizant of that and work with you all with your different perspectives. Cooper felt McNair takes constructive criticism on an ongoing basis, which resulted in a great evaluation.

Cooper requested a motion to forward the evaluation to the Board with a recommendation to tie McNair's salary to whatever increase staff receives during the budget process. Also, note the Board will review the salary again in a year, if not sooner. Brotherton asked if there is any formal wrap up

of this conversation and evaluation for McNair file. McNair noted she typically saves the summary report in the file.

Brotherton moved to forward the evaluation to the Board with a recommendation keeping salary tied to staff increase. The motion was seconded and carried unanimously.

Cooper reminded the committee the second half of that would be to discuss with the Board the review of McNair's salary in a year, if not before, once we have a better understanding of the Covid situation. Winborn agreed to make that a motion. It was seconded and carried unanimously.

## **ADJOURNMENT**

The meeting adjourned at 8:57 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 April 8, 2020, in Olympia, Washington.

ATTEST:



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

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Jim Cooper, Chair  
ORCAA Board of Directors

DATED: 12/10/2020