

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

Personnel Committee Meeting

June 13, 2018

Members present: Jim Cooper, City of Olympia (Chair)
Kate Dean, Jefferson County (via phone)
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 9:06 am.

Cooper noted there was consensus on the Agenda.

Cooper asked for approval of the Minutes from May 9, 2018. Dean moved approval. The motion was seconded and carried unanimously.

EXECUTIVE DIRECTOR EVALUATION

Evaluation Feedback

Cooper reminded the committee he had requested comments from the Board and staff in lieu of a formal evaluation. Cooper noted he had received 2 comments; one was very positive and one with a specific complaint. Cooper explained he spoke with the person's supervisor and McNair and it appears to be an HR issue that is different depending on each person involved. Cooper did not feel it was appropriate for today's discussion.

Salary Discussion

Cooper stated he had spoken with McNair regarding salary and her contract. A spreadsheet was provided depicting the comparisons of the other Air Directors.

McNair noted the spreadsheet has all 7 local air agencies included. With regards to size, there are 3 that are close to the same size; Northwest, Southwest are close to our size. McNair corrected, noticing Spokane is also close to our size. McNair explained she did the comparison of salaries by looking at Northwest and Southwest as we are all on the western side of the state. McNair noted, of the western agencies, she is the lowest paid. In fact, McNair pointed out, the female directors are all paid lower wages. Yakima is the lowest paid director, but we don't know what the reason is. Cooper noted they do have a lower population.

McNair did note she took a pay-cut when she accepted the job in 2009. She had been told it would be \$115,000 and when she accepted the job it ended up only being \$99,000. McNair explained the salary has slowly been working its way up to a comparable amount. Her concern, she continued, is at some she will retire, and it is important the salary is at a level to get good

candidates for the position. McNair felt it was important the directors' salaries are comparable with each other as they all do the same job.

After some discussion, Cooper recommended a 4-year contract extension and increase her salary to \$135,000. Cooper did add he had discussed this with McNair and was told that salary could be covered by the proposed budget. Cooper asked if the committee would like to have a conversation without McNair present. Cathey asked how McNair handles increases for staff. McNair explained staff receive COLAs, as approved by the Board. The staff is on a salary schedule with 9 steps, McNair noted. Cooper explained ORCAA did conduct a salary survey 4 years ago and McNair's salary was increased a bit, however she does have 2 staff that are making nearly the same amount as she is currently.

Cooper did note McNair should expect a full review in the next year. Dean noted it is important to her, for the reasons discussed, the salary is brought closer to parody geographically, as well as gender wise.

Dean moved to increase the director's salary to \$135,000/year and accept the changes to the proposed contract as submitted. Cooper noted the motion to increase the salary and accept a 4-year contract be brought before the full Board was seconded and carried unanimously.


Cooper noted he would talk to counsel with regards to adding this item to the Board Agenda.

The meeting adjourned at 9:25 am.

CERTIFICATION

I hereby certify this is a true and correct copy of the minutes of the meeting of the ORCAA Personnel Committee held on June 13, 2018, in Olympia, Washington.

ATTEST:



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



Jim Cooper, Chair
ORCAA Personnel Committee

DATED: 10/12/2018