



**Agenda Item Number
9 a.
Report of the Executive Committee**

Date: June 23, 2022

Presenter: Brenda Wilson

Action Recommended: None. Information Only

June 14, 2022 MEETING NOTES:

Members present remotely were: Board Chair Heather Buch, Vice-Chair, Sonya Carlson, Randy Groves, Sherry Duerst-Higgins, Greg James, Jonathan Light, and Robert Ward; LCOG Executive Director Brenda Wilson and Josh Burstein, LCOG Human Services Division Director.

Executive Session

1. **Executive Director's Annual Evaluation.** The Committee went into Executive Session to receive the results of the surveys conducted by HR Manager Josh Burstein.

Policy / Action Items:

2. **Executive Director's Evaluation.** After coming out of the Executive Session, HR Manager Josh Burstein summarized the process: Survey of management staff, survey of Board members, and a self-evaluation. The Committee discussed extending the current contract (which is in year two of a two-year contract) to June 30, 2025. Rob Ward Motioned to accept the evaluation. Greg James amended the motion to extend the current contract for two years to make it a three-year contract. Greg also wanted to note that he felt Brenda's performance was not satisfactory, but superior and wanted to action to reflect that. Robert Ward agreed and changed the motion to accept the evaluation as excellent. The vote was unanimous.

Jonathan Light wanted to make sure the issue of a rolling contract, a salary survey, and compensation would be brought back to the Committee. Committee members discussed the need to be sure the Executive Director of LCOG was compensated adequately. Sonya Carlson noted the Board wants to be fair to the Executive Director. Randy Groves stated that the budget should not be balanced on the back of a person and compensation is the cost of doing business. Compensation needs to be competitive and comparable, especially given the size and sophistication of LCOG. And that this is important for the health of the organization. Jonathan agreed and stated we needed to plan for the future. Brenda noted the item would be brought back to the Committee in September.

3. **Auditor Selection.** Brenda explained LCOG's Board policy of going out for an RFP every five years for an auditor for transparency and accountability. On February 18, 2022, LCOG issued an RFP seeking proposals for audit services. The RFP closed on March 31, 2017. We received only one proposal: Isler, LCOG's current audit firm. The Audit Committee, consisting of Board Members Sonya Carlson, Greg James, and Steve Recca, met on May 17, 2022, to interview Isler and consider their response. Board Member Greg James, chair of the Audit Committee, explained the due diligence process and the scoring process and noted the Audit Committee recommended the Executive Committee select Isler as LCOG's Audit Firm for the next five years. Greg James motioned, and Jonathan Light seconded to select Isler as LCOG auditor. The vote was unanimous.
4. **Proposed FY23 Budget.** Brenda presented a PowerPoint presentation on the proposed budget. Chair Heather Buch asked for clarification on the proposed FTE and Brenda explained the S&DS proposed FTE was included in the overall 300.74 FTE. Sonya Carlson motioned and Randy Groves seconded to accept the budget and recommend the Board approve. Unanimously approved.
5. **Appointment of SSAC Members.** Brenda referred to the memo and noted the Bylaws of the Senior Services Advisory Council allow for no fewer than fifteen and no more than twenty-three members. A minimum of 50 percent of members are required to be age 60 or older. The appointment of the three new members recommended by the SSAC Nominating Committee would increase membership to sixteen full members, of which ten are age 60 or older and four that reside in rural areas. Unanimously approved.

Standing Items:

6. **June Board Agenda.** Brenda noted the SEIU Collective Bargaining Agreement had been approved by the union and would be added to the agenda for ratification.