



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

**Date:** January 26, 2023

**Presenter:** Brenda Wilson

**Action Recommended:** None. Information Only

**October 11, 2022, MEETING NOTES:**

Members present remotely were: Board Chair Heather Buch, Vice-Chair, Sonya Carlson, Patti Chappel, Randy Groves, Sherry Duerst-Higgins, Greg James, Loral O'Rourke, and Rob Ward; LCOG Executive Director Brenda Wilson.

**Policy / Action Items**

1. **Executive Director's Contract – Finalize Contract terms:** At the June 14, 2022, Executive Committee meeting, the Executive Committee voted unanimously to accept the evaluation and directed that the current contract be amended now through June 30, 2025, with the discussion of compensation to be brought back to the Executive Committee in the fall of 2022. The Committee unanimously agreed to this strategy.
2. **Park Place Building Property Management Company** – In June 2022, due to several issues with our current property manager that had arisen over the past 2 years reflecting performance below what was expected from our Property Manager, we provided sixty (60) days' notice to terminate our agreement with PacReal with an effective date of October 31, 2022, per a provision in the service agreement.

An RFP was issued on September 6, 2022 with final proposals due by September 23, 2022. We received three proposals. Executive Committee members Sonya Carlson and Greg James volunteered to serve on the selection committee along

with Government Service Director Michael Wisth, Finance Director Keina Wolf, and myself.

Proposals were reviewed and scored by each committee member per Selection Criteria in the RFP. The committee ranked each item of the Proposal based on the maximum possible points listed below:

- A. (Up to 30 points) “Available Staff’s Experience”
- B. (Up to 30 points) “Project Scope Workplan”
- C.(Up to 30 points) “Fees, Billing, Accounting and Financial Reporting”
- D. (Up to 10 points) “Other Evaluation Categories”

After discussion, the committee agreed to interview the top scoring company last week for clarification on some of their responses. After the interview, the committee agreed to issue a Notice of Intent to Award a Contract to Campbell Commercial Real Estate. The Committee unanimously agreed to award the contract to Campbell Commercial Real estate.

## **December 13, 2022, MEETING NOTES:**

Members present remotely were: Vice-Chair, Sonya Carlson, Greg James, Randy Groves, Sherry Duerst-Higgins, and Jonathan Light; LCOG Executive Director Brenda Wilson, LCOG Fiscal Manager Keina Wolf, Senior Financial Analyst David Joyal, and Isler Partner and Auditor Gavin Hawkins.

### **Information Items**

1. **FY22 Financial Statements – Presentation by Auditor:** Isler Partner and Auditor Gavin Hawkins gave an overview of the audit. He went over the division of responsibilities between the audit firm and LCOG. He also explained a new GASB requirement for how leases were represented.

He stated they had no difficulties or differences with LCOG staff. At the conclusion of the audit, they will obtain from LCOG written representation that we have provided all information they audit firm requested and not withheld any information. When reviewing internal controls, they found no significant differences or weaknesses and found no material misstatements of the financial data.

2. **Executive Director’s Contract** – Brenda presented a spreadsheet of comparative compensation figures for other COGs and other similar organizations in the metro area. She presented some historical information on her compensation. She

explained her compensation is the second lowest without the bonus; with the bonus taken into consideration, her salary is very closely aligned with OCWCOG, even though LCOG's budget is more and the number of employees is greater. She explained the bonus allows for more flexibility should there be budget issues.

Brenda requested she receive the same COLA as staff as she felt it would not be fair for her to receive a higher COLA than staff. She also explained that her compensation is looked at by other COGs when determining the compensation for their Executive Directors, so requested her cell phone allowance and transportation allowance be raised to be comparable to OCWCOG.

Vice Chair Carlson asked about the current compensation and what COLA was used. Board member James agreed that increasing the cell phone allowance and transportation allowance to be in alignment with OCWCOG was appropriate. He also felt that a COLA that was the same amount as staff showed good leadership. Brenda noted that the transportation allowance covers her mileage so she does not submit for mileage reimbursement and it is easier for her to budget for that. Board member Light and Vice-Chair Carlson wondered if the amount was enough to cover the mileage. Board member Light asked about the criteria the bonus was attached to. Brenda provided a brief history of her compensation and explained that it would only be approved upon a satisfactory evaluation.

Board member Groves raised some concerns about not including increases in the base salary which made it harder to catch up. In addition, he noted that future COLAS are applied to the base salary and not including the bonus in the base salary reduces the amount of COLA. He also noted that he has seen in our region that there is a tendency to not compensate long-time dedicated and loyal employees and when a new person is recruited, they often walk into a compensation package that is higher than the previous person. He stated he believes you get good people into positions and take care of them and he felt we needed a longer term strategy for compensation to be fair.

Brenda also explained they were in the process of doing a Compensation study for some positions in Government Services and they would look at the Division Directors and the CIO and MPO Managers as well. That may help direct a long-term strategy on compensation. Board member Groves noted he thought that was a good idea since it wasn't a good idea to allow managers to get too far behind, especially when a large increase needed to be given to catch them up, the optics of that didn't look good because people wouldn't understand it was because a manager wasn't getting increases for a long period. Board member Light agreed as they had dealt with that at the Springfield School District.

Vice-Chair Carlson pointed out that even the comparator OCWCOG was smaller than LCOG and felt LCOG had a much larger stretch and reach with the services offered. She stated she felt they should increase the base salary to include the bonus and increase the cell phone and transportation allowances. Board member James agreed with the statements made and felt the base salary should include the current bonus amount and then apply an additional bonus of \$10,000. He noted that Brenda had not received a real increase and moving the bonus over to the base salary in light of no merit increases for the last ten years puts the compensation in line with OCWCOG even though LCOG is larger.

The Committee agreed to moving the current bonus into the base salary, increasing the cell phone allowance and transportation allowance to be in alignment with OCWCOG. Members also felt that a merit step increase be built into the contract. Board member Light wondered if a \$10,000 bonus was adequate given Brenda's track record. Vice-Chair Carlson stated she supported giving Brenda the flexibility to keep that but didn't want her to balance the books on her back. Brenda noted that other COGs would compare her salary to theirs and having the bonus separately helps their decisions as well. Board member Groves noted he appreciated Brenda's desire for flexibility, they needed to preserve the system and the Comp/Class and felt we were not doing this with all the one-off increases and while he doesn't want to take the flexibility away, delays and deferring impacts her the rest of her life and they need to make sure the Board is taking care of the Executive Director.

Vice-Chair Carlson asked about bonuses for staff. Brenda replied that for non-represented staff, she had given increases in vacation and deferred comp. Brenda went on to say she wanted to be sure they compensated staff appropriately because she needed to keep great staff.

3. **Annual Dinner Awards** – Brenda explained the Cottage Grove Armory had been rented for the LCOG Annual Dinner to happen on March 4, 2023, and for the event to be a fundraiser for Senior Meals. Brenda would present the award categories to the Executive Committee at the next meeting and ask for nominations from the Board and other LCOG groups.

**Policy / Action Items** – due to a mix-up with the calendar invite, we did not have a quorum so these items will go before the full Board for considerations. Mapleton had submitted a request for a letter of support for a grant application being submitted by Lane county on their behalf. Although there was not a quorum, the Committee gave Brenda permission to sign the letter on behalf of LCOG.