



STAFF REPORT

Date: November 9, 2022

To: TRPA Governing Board

From: TRPA Staff

Subject: Executive Director Compensation Package, Effective November 28, 2022

Summary and Staff Recommendation:

On October 27, 2022, the Governing Board selected Julie Regan to serve as the TRPA Executive Director. Following that meeting the Board Chair, Vice Chair, and Julie Regan met and agreed to the compensation package, evaluation criteria, and separation options contained in the attached offer letter. Staff recommends that the Board authorize the Chair to execute the attached offer letter and formally appoint Julie Regan as TRPA Executive Director upon her acceptance of the executed offer letter.

Required Motions:

In order to authorize the Chair to execute the offer letter and for the Board to appoint the Executive Director, the Board must make the following motion:

A motion to authorize the Chair to execute the attached offer letter and formally appoint Julie Regan as TRPA Executive Director upon her acceptance of the executed offer letter.

In order for the motion to pass, an affirmative vote of any eight Board members is required.

Contact Information:

For questions regarding this agenda item, please contact John B. Hester, Chief Operating Officer and Interim Executive Director, at (775) 589-5219 or jhester@trpa.gov, or Angela Atchley, Human Resources and Organizational Development Director, at (775) 589-5238 or aatchley@trpa.gov.

Attachment:

A. Executive Director Offer Letter

Attachment A

Executive Director Offer Letter



November 16, 2022

Julie Regan
711 W. Spear Street
Carson City, NV 89703

RE: OFFER OF EMPLOYMENT

Dear Julie,

I am pleased to offer you the position of Executive Director with the Tahoe Regional Planning Agency and hope that you will accept this offer. This position is offered at an annualized salary of \$195,037. Your anticipated start date is November 28, 2022. The Executive Director position is a full-time exempt position with the following benefits, evaluation criteria, and separation options.

Benefits

TRPA's excellent employee benefit package includes the following:

- 10.77 hours of Paid Time Off (PTO) accrued per pay-period for sick and personal time away
- 13 paid holidays
- Money Purchase Pension Plan – in lieu of Social Security, the Agency contributes a dollar amount equal to eight percent of your annual salary towards your retirement. This plan has immediate participation and 100% vesting
- Supplemental Retirement Plan – the Agency contributes a dollar amount equal to 5.54 percent of your annual salary towards your retirement. This plan has immediate participation and 100% vesting
- Group Health Insurance: Medical, Dental, and Vision
- Employer Paid Life Insurance and Short-Term Disability
- Long-Term Disability (Voluntary)
- 457(b) Deferred Compensation Retirement Plan (Voluntary)
- Medical and Dependent Care Flexible Spending Accounts (Voluntary)

Evaluation Criteria

The initial evaluation will be conducted no later than six months after the start date and will include review of your personal development plan, work plan and priorities, and organizational adjustments including replacement of your current external affairs position. With the initial evaluation you will be eligible for up to a 2.5% increase. Subsequent evaluations will be conducted annually. The criteria for those evaluations are: 1.) satisfactory support of Governing Board operations including regular communications, monthly meetings, and an annual priority-setting session that results in an annual agency work plan and budget, 2.) progress on or completion of the core activities and initiatives in the approved work plan consistent with the approved budget unless the Governing Board approves revisions to the work plan and/or budget, 3.) demonstration of the attached core competencies which all TRPA employees have included in their performance plans, and 4.) input from stakeholders and

partner agencies that demonstrates a good faith effort at communication, coordination, and collaboration.

Separation Options

The options that the Governing Board can employ for separation are: 1.) immediate separation with no additional compensation if the separation is "with cause" which is defined as unsatisfactory performance based on agreed upon performance measures from the annual work plan and/or other GB requested initiatives, dishonesty, incompetence, willful misconduct, any breach of fiduciary duty involving personal profit, intentional failure to perform stated duties, or willful violation of any law, rule or regulation (other than traffic violations or similar offenses), or final cease-and-desist order; 2.) no additional compensation upon voluntary resignation or retirement; and 3.) 16 weeks full compensation if separated without cause. In all cases you will receive full payment for hours of previously accrued sick time and accrued Paid Time Off.

If you accept this offer, please sign below, and return this letter to Angela Atchley no later than close of business, Friday, November 25th. If you have any questions, please feel free to contact John Hester at (775) 589-5219 or jhester@trpa.gov, or Angela Atchley at (775) 589-5238 or aatchley@trpa.gov.

Sincerely,

Cindy Gustafson, Chair
Governing Board
Tahoe Regional Planning Agency

Acceptance: _____

Date: _____

TRPA Core Competencies

Self-Development

Commit to reflection, learning, and growth, maintain composure under stress, empathize with others, seek and incorporate feedback, demonstrate fairness and integrity, use appropriate tools for organization, ask for assistance when needed, and provide the highest possible level of public service.

Critical Thinking and Continuous Improvement

Think and execute strategically, use sound judgement and take intelligent risks, consider alternatives and consequences, maintain focus on “the big picture,” test the practicality of decisions, and involve others in decisions to gain diverse perspectives.

Collaborative Relationships and Teamwork

Build and strengthen relationships, treat people with respect, work to resolve conflicts and solve problems, inspire trust, value contributions and share credit with others, and remove barriers to collaboration.

Initiative and Results Focus

Produce high-quality products, processes, and outcomes that are complete, on time, and thorough, manage resources to optimize results, respond skillfully to change, be accountable for meeting key tasks, and consistently meet deadlines.

Communication

Excel at written and oral communication, deliver high-quality writing and presentations, strive first to hear and then to be heard, take initiative to communicate effectively, and exhibit situational awareness.

People Leadership

Recognize talent, assemble strong teams, mentors, share knowledge and resources, delegate appropriately, promote a sense of belonging among partners, remove obstacles to success, provide constructive feedback, reward performance, and effectively address performance and morale issues.

Agency Leadership

Focus on priorities, create successful strategies and action plans, drive execution, anticipate risks and adjust appropriately, use fresh perspectives and creative thinking to solve complex issues, and build, maintain and facilitate strong relationships both within the agency and with outside leaders and stakeholders.