



## STAFF REPORT

Date: June 15, 2022

To: TRPA Governing Board

From: Joanne Marchetta, Executive Director

Subject: Marchetta Transition/Separation Package

---

### Summary:

Executive Director Joanne Marchetta requests the Governing Board approve the terms of a Transition and Separation Package, as described below, to transition to a Senior Advisor role until August 31, 2023 and matters related thereto. The Governing Board should delegate to the Governing Board Chair the authority to enter into final agreements consistent with these terms.

### Required Motion:

In order to approve the proposed Transition and Separation Package terms and delegate to the Governing Board Chair the authority to enter into final agreements consistent with these terms, the Board should make the following motion, based on this staff report:

- 1) A motion to approve the proposed Transition and Separation Package terms and delegate to the Governing Board Chair the authority to enter into final agreements consistent with these terms.

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

### Background:

Executive Director Joanne Marchetta desires to transition to a Senior Advisor role and eventually separate from the TRPA under the following terms:

1. Commencing July 9, 2022, Ms. Marchetta to become part-time, 60 percent, employee of agency (Senior Advisor) with all benefits thereby accruing (e.g., retirement contribution, healthcare, paid time off, etc.). Either Ms. Marchetta or the Executive Director may terminate employment without cause with 15 days' notice.
2. Ms. Marchetta salary will be \$60,000 annually for 60 percent employment.
3. Absent trigger of Separation Agreement, Ms. Marchetta's employment to end August 31, 2023 (extendable if both Ms. Marchetta and the Executive Director agree).
4. As Senior Advisor, Ms. Marchetta to report to John Hester, Interim ED, and thereafter to Chief Operating Officer.

5. Ms. Marchetta's Paid Time Off (PTO) balance as of July 9, 2022 shall be paid out at Ms. Marchetta's Executive Director rate of pay with payment to occur at end of Ms. Marchetta's employment, but no earlier than January 2, 2023. Any PTO accrued after July 9, 2022 shall be paid out at Senior Advisor pay rate.
6. Ms. Marchetta and TRPA to enter a Separation Agreement specifying termination of employment prior to August 31, 2023, by either party, triggers payment by TRPA of COBRA healthcare premiums (total approximately \$8,866) for Ms. Marchetta until August 31, 2023.
7. Ms. Marchetta to agree to waiver of any potential claims against TRPA.

Contact Information:

For questions regarding this agenda item, please contact Joanne Marchetta, at (775) 589-5226 or [jmarchetta@trpa.gov](mailto:jmarchetta@trpa.gov).