

STAFF REPORT

Date: October 16, 2019

To: TRPA Governing Board

From: TRPA Staff

Subject: Executive Director Performance Review, FY 2019 Incentive Pay and Base Pay

Summary and Staff Recommendation:

This year, the performance review process for the Agency's Executive Director focused primarily on calendar year 2019, since last year's review was delayed, ensuring recognition of late-2018 deliverables.

Staff requests consideration and direction on the amount of incentive pay and possible base pay adjustment for the Executive Director based on performance through the 2019 period.

Required Motions:

In order to approve one-time delivery of FY 2019 incentive pay and an adjustment to regular base pay to the Executive Director, the Board must make the following motions, based on this staff report and the summary of survey results discussed below:

- 1) A motion to approve FY 2019 incentive pay in the amount of \$5000, to be paid the first pay period in November 2019
- 2) A motion to approve base pay increase in the amount of \$5000, effective the first pay period in November 2019

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

Background:

Recommendations for incentive pay delivery within TRPA are dependent on successful completion of plans and goals and feedback from key individuals in a position to evaluate the process and outcomes used to complete plans and goals. Similarly, recommendations for base pay delivery within TRPA are also dependent on successful completion of plans and goals, including review of Executive Director performance on Executive Core Competencies. This year, performance feedback was collected by surveying members of the Governing Board and a sample of TRPA staff. A summary of these surveys has been prepared and presented to the Governing Board. Results as assessed through these surveys are supportive of a decision to award incentive pay. This pay for performance incentive and base pay adjustment is consistent with TRPA's pay philosophy and pay program, as well as with performance management plan guidelines and practices.

Contact Information:

For questions regarding this agenda item, please contact Susan Strating, at (775) 589-5238 or sstrating@trpa.org.