Executive Committee
Draft Minutes
August 4, 2014

Present were: R. Wernecke, J. Potter, D. La Haye, D. Strong, T. Ruth, B. Atwood, G. Malek, and L. Emery.

The meeting was convened to review and approve the FY 15 budget and to go into executive session for the Executive Director's evaluation.

FY 2015 Proposed Budget: Members had reviewed and discussed the FY 15 budget at previous meetings. As a result of new funding becoming available for FY 2015, it was previously agreed to look at the budget with this funding included. As a result of the additional funding, the budget has a surplus and demonstrates no use of the fund balance. Revenue is projected to be $697,444 and expenditures at $662,519 including $3,000 for equipment replacement and a 3.25% percent increase in the personnel line.

It was moved and seconded to approve the FY 15 budget with the personnel line item at a 1.5% increase rather than 3.25%. It was noted that raises are allocated based on merit and that not every employee gets the same percentage increase. Discussion focused on whether 1.5% is the cost of living or less and whether municipal personnel are getting 1.5% or more; some are getting 2.5%. Plainfield researched the COLA (cost of living adjustment) to find that it is 3% and gave that increase to their employees. Less than COLA does not allow for merit increases for exceptional work. It also doesn't get staff salaries to the median based on the recent VAPDA survey provided by the Executive Director. It was stated that salary inequities should be addressed so we do not lose the new talent once we've trained them. It would be wise to have an adequate pool of funds to assist in retaining personnel.

It was queried whether we should address staff retention separately and with the Executive Director who is currently on vacation. It was stated that we have heard often that we are under the norm in salaries.

We need more information about each position in order to understand retention. It was suggested that we place a cap on raises, and put some funds aside to use to address salary inequities. It was stated by one member that he could only support what his town gave its employees. It was suggested that the salary increase be reduced by only 1% which is approximately $3400.

Further discussion suggested that the Executive Committee direct the Executive Director to come to the Committee with discussion on issues of staff retention. The question is how do we address staff retention. It was stated that turnover only becomes an issue when there is degradation of service.

One member stated that he believes the inflation rate is 2% currently and that it may well increase over the course of the year. Another responded that we should keep up with the cost of living which is 3%.

It was suggested that we use 2% for raises, but put the difference to 3.25% aside in reserve. It was noted that 2% is keeping even and doesn't allow for merit increases.

An amendment to the motion was made and seconded to have the personnel line item increase at 2.25%; cutting the personnel line by 1% and increasing the reserve. The amendment was approved with 6 yes and 1 no.

The amended motion to accept the FY 15 budget with the personnel line increase at 2.25% was unanimously approved.

It was voted to go into executive session at 5:10 p.m. to discuss the evaluation of the Executive Director.

It was voted to come out of executive session at 5:47 p.m.

D. La Haye moved and R. Wernecke seconded a motion to authorize the Chair to sign a letter, as amended, to the Executive Director concerning a personnel matter, the letter to be hand delivered to her by the Chair. The motion passed by a vote of 6 in favor and 1 abstention.

At 5:50 p.m. the Executive Committee meeting was adjourned.

Respectfully submitted,
Tina Ruth, Secretary