



**TSCC Regular Business Meeting
Meeting Minutes
Thursday, December 28, 2023
1:30 p.m.**

Chair Harmony Quiroz, Commissioners Ofsink, Norton, Wubbold and Donahue were present, as were Executive Director Allegra Willhite and Budget Analyst Tunie Betschart, all via Zoom Meeting.

Absent: None

REGULAR MEETING

Chair Quiroz called the meeting to order at 1:33.

Executive Director's Compensation and Awards Policy

Commissioner Ofsink stated the reason for this public meeting was to make recommendations, discuss and take action on the proposed Executive Director's compensation policy which had been addressed at the December 12 business meeting. Commissioner Ofsink presented a recommendation for a new salary range, based on the executive director compensation study completed by an outside agency. The Commissioners thanked Commissioner Ofsink for his dedication to complete this project at the end of his term.

There being no other discussion, Commissioner Ofsink moved to adopt a new/reset Executive Director salary range for 2023. The new concept included in the compensation policy will include language dealing with step and merit based performance compensation, cash bonuses, COLA adjustments, and requirements for receiving these items. All of these elements were discussed at the December 12th meeting when the Commissioners reviewed the results of the compensation study. The wording of the proposal was as follows:

Based on the recommendations of our consultants, our review of the local comparators, Commission conversations, and my time as Vice-Chair tasked with supervising our Executive Director, I propose the Commission adopt a new/reset Executive Director salary range from \$123,679-\$181,627 (2023) and a step and grade merit based performance model. I will work with Allegra and Harmony to set the exact wording of that Commission policy, but the basic features will be that in addition to the annual COLA adjustments of the entire range (all steps), the Executive Director will receive a step increase (3%) annually provided that their performance is meeting expectations. In the case of below-expected performance, no merit increase will be awarded. Additionally, at the Commission's discretion and when funds are available, cash bonuses may be awarded, but the Commission policy will be to award bonuses in only two scenarios:

- 1) In recognition of a specific accomplishment within the evaluation year that is unusual (not to include annually reoccurring duties) and executed exceptionally.



- 2) In the case of an employee reaching the top of the step ladder, one-time bonuses can be considered annually in addition to the COLA increases.

It is the Commission's intent that this salary range and related policies be included in TSCC's policies going forward. Chair Quiroz seconded the motion which carried with a unanimous vote.

There being no other business, Chair Quiroz closed the meeting.