

South Bay Cities Council of Governments

March 27, 2014

TO: SBCCOG Board of Directors

FROM: Steering Committee

SUBJECT: Amended Compensation to Jacki Bacharach and Associates

Adherence to Strategic Plan:

- Guiding Principle: Act collaboratively on programs or activities that can be better accomplished collectively than by any one jurisdiction.
- Goal D – Organization Stability, #1 – Create a structure to enable SBCCOG to have stability through leadership transitions of staff and board members. Clarify the relationship between contractors and staff.

BACKGROUND

The South Bay Cities Council of Governments has evolved from a primarily contract staffed organization to one with primarily employees. The employees started as all grant funded and the contractors and sub-contractors through Jacki Bacharach and Associates have managed the work of the SBCCOG. Starting in January 2012, a Deputy Executive Director was hired specifically to oversee the programs and operations of the Environmental Services Center. This arrangement lasted approximately 1 and $\frac{3}{4}$ years until September 2013.

In October, Kim Fuentes, a subcontractor to management services contractor Jacki Bacharach & Associates, assumed the duties of overseeing the operations and programs of the ESC as well as retaining her other duties as Deputy Executive Director of Administration. This arrangement was to be re-evaluated in six months which would be April. At the January Steering Committee, new direction was given that this issue be brought back in March so that recruiting could commence if that was the direction to be chosen.

STATUS

Since Kim assumed these additional duties, she has fulfilled them extremely well, doing an outstanding job and earning praise from staff members. She has performed her SBCCOG administrative duties as well and has more closely aligned the SBCCOG and SBESC programs. This alignment helps to fulfill the desire to have one organization and not two. Kim understands the priorities set by the Board and Executive Director and would like to retain this position

RECOMMENDATION

The Steering Committee at its January meeting recommended Board approval of the additional compensation for the Deputy Executive Director to Jacki Bacharach and Associates as a pass through payment of \$1000/month retroactive to October 1, 2013 through April 30, 2014.

At its March meeting, the Steering Committee agreed that Kim Fuentes would continue to serve as the Deputy Executive Director and that recruitment for the position would not be necessary. Additionally it was agreed that only one Deputy Executive Director is needed and would be responsible for the operations and programs of the ESC as well as administrative functions of the SBCCOG such as overseeing the website and newsletter, maintaining the historical records, standing in for the Executive Director when required, trouble shooting and assisting in launching new projects.

An ad hoc subcommittee was formed consisting of the Chair and Vice Chair to work with the Executive Director to review a job description for this newly defined position and determine whether Ms. Fuentes should retain her status as a subcontractor to Jacki Bacharach and Associates or whether she should become an employee. That recommendation is scheduled to come back to the Steering Committee at their April meeting.