

YVCOG EXECUTIVE COMMITTEE SPECIAL MEETING MINUTES
March 17, 2016

- CALL TO ORDER Mr. Restucci, Chairman, called the March 17, 2016 special meeting of the YVCOG Executive Committee to order at 1:06 pm
- ROLL CALL & INTRODUCTIONS Members present: Jim Restucci, John Hodkinson, Dan Olson, Mike Leita, and Janice Gonzales.
Call in: None.
Members Absent: Maureen Adkison and Mario Martinez.
YVCOG staff present: Larry Mattson, Tami Hayward
Others present: None.
A quorum was present.
**Indicates notice of absence received prior to meeting.*
- PUBLIC COMMENT POLICY It is the policy of the Yakima Valley Executive Committee to accept public comment on agenda items at the time the item is being discussed. Public comments regarding items not on the agenda will be heard at the end of the meeting.
- NEW BUSINESS
- Executive Director's Annual Performance Review Mr. Mattson thanked the Executive Committee members for providing quick positive or negative feedback to him over the past year. He provided a review of 2015 highlights and challenges, including IT issues, bringing payables and human resources in house, and incorporating the Homeless Programs into YVCOG.

He reviewed his preliminary goals for 2016. He would like to implement a two-year budget and workload forecast. He would also like to have a strategic plan in place by June of 2016. Lastly, he would like to create a "Program Development" account.
- Executive Session – Executive Director's Annual Performance Review Mr. Restucci called an Executive Session to review the Executive Director's annual performance. The session began at 1:15 p.m. and concluded at 2:15 p.m.
- Executive Director's Annual Performance Review Mr. Restucci stated that the committee has been very impressed with Mr. Mattson's outreach efforts. They are happy he has taken on this role, but would like him to focus this year on building a strong internal base. HR is one of the issues they are most concerned with and they would like YVCOG to get a human resource consultant.

The Executive Committee members have some concerns with the lack of Mr. Mattson's management experience and would like him to find a management training program, which they will approve. They understand that taking on the Homeless Program was a huge responsibility. The committee recommends focusing on the membership, rather than new relationships at this time – getting to know and understand the strength and weaknesses of staff, and building that base. The focus of YVCOG will be discussed at length during the retreat in April, but for now they recommend in reach, rather than outreach, to be first priority.

City managers and staff have given laudable comments on Mr. Mattson's performance. He has made the effort to identify and resolve issues as quickly as possible. The members are happy, and without them, we don't exist.

- Proposed Evaluation Process The Executive Committee reviewed a couple of different matrix samples to use as a template in evaluating Mr. Mattson's performance in 2016 and beyond.
- It was agreed that the Executive Committee would use the format provided by the City of Sunnyside. The rating scale is 1 to 5, and if you rate a 1 or a 5, you must give a bullet comment to support your reason for that score. All rating scales and comments will be collected by the Chairman and then combined into a single form for an anonymous overall rating score and comments.
- Discussion over the necessity of a neutral individual to handle staff conflicts. The board has concerns over Deputy Director handling finance and human resources. These positions take two different skill sets. An HR person takes out possibility of hard feelings.
- Proposed Salary Adjustment Mr. Leita moved to increase the Executive Director's base salary by 3% for the year of 2016. Mrs. Gonzales seconded.
Motion Carried.

OTHER BUSINESS

PUBLIC COMMENT None.

ADJOURN With no other business, Mr. Restucci adjourned the meeting at 2:41 p.m.

Respectfully submitted,


James A. Restucci, YVCOG Executive Committee Chair

18 APR 2016
Date signed

ATTEST:


Tamara Hayward, Executive Committee Secretary