

## MINUTES OF THE MEETING OF THE EXECUTIVE COMMITTEE

FEBRUARY 25, 2014

6:00 PM

PRESENT: Victor Koivumaki, Chris Jones, Paula Caron, Alan Pease, John Telepciak, Guy Corbosiero, Glenn Eaton, Linda Parmenter, Susannah Lee

V. Koivumaki called the meeting to order at 6:00 p.m.

### I. FY2015 BUDGET REVIEW

G. Eaton presented the proposed FY2015 budget. The Director summarized MRPC's existing contracts, recurring contracts, and speculative revenue sources. He also summarized MRPC's expenditures including salaries, salary adjustments, cash matches, insurances, workers comp, and office relocation expenses. The budget will be revised in May because at that time better data will be available. Approval of the budget will occur in June.

### II. FY2014 BUDGET AND SALARY ADJUSTMENT

G. Eaton explained the background of MRPC pay scales to the Committee. He presented the following options for revision of MRPC's pay scale.

- Option 1:
  - Keep existing grade and step scale adopted in 2011. However, add a step 10 as one employee is at that annual rate
- Option 2:
  - Elimination of Step 1 and adjusted the scale according. The result being 9 steps total in scale
- Option 3:
  - Introduce "factor" of 0.25% or 0.5% to each step in 2011 scale, plus existing 2.5% (proposal by Paula Caron)
- Option 4:
  - Change 2.5% increase in existing pay scale to match Consumer Price Index (CPI) for Fitchburg-Leominster Metro, MA, New England, or US
- Option 5:
  - Existing pay increase system is performance-based; good performance = 2.5% increase in salary, funding allowing
  - Alter system to provide at least CPI (Cost of Living Adjustment [COLA]) annually plus performance-based incremental increase, employee-deserving and finding-allowing (Berkshire RPC and Central MA RPC models)
- Option 6:
  - Eliminate grade and step scale and allow Executive Director to provide increases based on performance by 2.5% within minimum and maximum salary ranges established by Commissioners
- Option 7:
  - Other Suggestions

The Director also presented the following options for adopting a method to compensate employees that reach their maximum salary.

- Option 1:
  - Provide compensation equal to one week's pay to employee at top of scale for the position, funding available
    - Equates to approx. 1.9% of annual salary (Berkshire RPC Method)
    - Existing salary scale is based on 2.5% step increases
- Option 2:
  - Provide compensation equal to a fixed dollar amount to employee at top of scale for the position, funding available
- Option 3:
  - Provide compensation equal to most recent CPI increase for most recent year, five, or ten year span that data is available, funding available.
- Option 4:
  - Do not adopt method or compensate employees at all for any employee that reaches "salary cap"
  - Once an employee reaches his/her cap/top step, salary is frozen in place; employee would earn no more than the figure at the top of the pay scale

G. Eaton indicated that he was seeking approval to provide one step increments per employee (upon successful evaluation) effective April 1, 2014. The reason for the April 1<sup>st</sup> effective date is that MassDOT needs to approve salary adjustments for those staff that work on the MassDOT contract. Mass DOT requires a 30 day notice.

G. Eaton thanked Paula Caron for volunteering her time developing several options for revising the salary scale.

G. Eaton explained Options 1, 2, 4, 5, 6, and 7 regarding revising the pay scale.

P. Caron explained Option 3.

G. Eaton presented maximum and minimum salaries by job description. He indicated he used the 2011 analysis by HRS for the salary ranges. He had to adjust the amounts somewhat because a handful did not match the salary scale. The difference was minimal. He also had to develop salary ranges for job positions that have been created over the past three years.

After much discussion, it was the consensus of the Committee to recommend to the Commission: Retention of the existing grade and step scale, with an additional step (Step 10); and to provide compensation equal to the most recent Fitchburg-Leominster CPI to those employees who reach their maximum salary.

### III. UPDATE ON MRPC OFFICE RELOCATION

Due to time constraints the Chairman suggested that this item be discussed at the MRPC Meeting.

### IV. ADJOURNMENT

The meeting adjourned at 7:00 p.m.

EXHIBITS

FY2015 BUDGET

POWERPOINT PRESENTATION

PROPOSED RESOLUTIONS

REVISED SALARY SCALES

MINIMUM AND MAXIMUM SALARY AMOUNTS BY JOB DESCRIPTION

COMPENSATION METHOD FOR EMPLOYEES REACHING MAXIMUM

ONE STEP INCREMENT REQUEST

FY2014 BUDGET ISSUES

PAULA CARON SALARY SCALE SPREADSHEET