

ORANGE COUNTY MANAGERS ASSOCIATION (OCMA)
Minutes of January 30, 2008 Meeting
Board Planning Room, Hall of Administration, Santa Ana, CA
OBTAIN INFORMATION AT OUR WEB-SITE: www.ocma.info

Present: Board Members Dave Sankey, Sharron Gibson Casler, Tony Bernard, Oscar Garza and OCMA Executive Director Karen Davis, plus 119 Administrative Managers (sign-in sheets on file).

I. CALL TO ORDER

The meeting was called to order at 12:03 pm. Dave welcomed everyone and thanked managers for attending and introduced the Board of Directors, by name/office (Dave Sankey, President, Sharron Gibson Casler, Vice President, Tony Bernard, Secretary, Oscar Garza, Treasurer, Mark McDorman, Member-At-Large) and the Executive Director.

2007 Holiday Event: Dave indicated that the Holiday Event, held in December 2007 at Original Mikes was a great success, with approximately 200 attendees. OCMA will be hosting a similar event in December 2008 – you won't want to miss this great party.

Movie Tickets and Event Discount Coupons: Regal movie tickets, which can be used at Regal, United, and Edwards theatres, are available from OCMA for \$ 5 per unrestricted ticket – the limit per manager is 25 per calendar year. Also, OCMA offers discount coupons for Knotts Berry Farm, Universal Studios, Busch Gardens, and Sea World.

Retiree Health Insurance Litigation: At the last membership meeting, a recommendation was put forth as to what OCMA could do to help with the retirees litigation regarding retiree health insurance. This idea was met with concurrence from meeting attendees. Dave contacted the REOAC Co-President, Linda Robinson, who indicated that sufficient funding existed at this time in regard to the litigation, but she would contact OCMA in the future if funds were needed. Dave indicated that he will be checking back with her in regard to this issue.

OCMA Partnering with the Orange County Attorneys Association (OCAA): An agreement has been reached between OCMA and OCAA to work together in join-interest issues. OCAA has agreed to share the cost of the upcoming Retirement/Health Care Study Consultant Study. OCAA will share the OCMA office/cost beginning 3-1-08 and Karen Davis, OCMA's Executive Director, has agreed to assist OCAA with their Association business. Dave indicated that OCAA is a professional Association, with many common interests of OCMA and that working together will bring clout to issues of joint concern.

New Salary Agreement on Some Reassignments: The County and OCMA have agreed that managers who participate in an open recruitment, outside their assigned Department, and are selected for the new position, even though it is within their classification, can negotiate their own salary. These specific recruitments will not be held to the MAP standard of only 5 ½ % salary increase for taking on significantly additional responsibilities.

II. APPROVAL OF MINUTES OF NOVEMBER 14, 2007 MEETING

The minutes from the November 14th meeting were presented for review and approval by Tony Bernard. Tony asked for a motion to approve the minutes, Joe Kiraly called for approval of the minutes, seconded by Debra Lakin, and the motion was unanimously approved.

III. TRESURER'S REPORT

The Treasurers report was provided by Oscar Garza. This verbal report identified where OCMA funds were deposited, indicated that the fund was solvent, and provided specifics as to various fund balances.

IV. COMMITTEE REPORTS

- **Membership:** Debra Lakin reported that OCMA currently has 761 dues paying members of approximately 1021 total administrative managers. She indicated that her new goal was 775.

V. PAY FOR PERFORMANCE STATUS/UPDATE

Karen reported that the OCMA 2007-10 MOU provided for the County and OCMA to work together to develop a Pay-For-Performance (P4P) Plan for managers. The program is slated to begin in the 2008 evaluation year; 2007 evaluation year salary increases of 2% for standard and above performance will be paid beginning the first pay period of January 2008, members rated “meets expectations” and above should have received their pay increase on their 1-25-08 pay check. If you did not receive this increase, please contact OCMA.

The Pay For Performance Working Committee has been meeting on development for the Pay for Performance (P4P) plan for approximately a year. Karen asked the Working Committee members to stand to be recognized. Thus far, central HR and the Steering committee concur with the program concepts. The next step is briefing the CEO and obtaining Board of Supervisors approval. Carl Crown has given his assurance that the P4P program will be implemented in the 2008 evaluation year. The proposed P4P program highlights were distributed and discussed, which are attached at the end of these minutes for your review.

Program goals were discussed, which will be set for 2008, using the current MAP evaluation form. The new goals that need to be developed must include some common elements that must be reflected in each 2008 goal. Each established goal must be substantive enough to constitute worthwhile effort, very specific so as to be easily understood, it must be able to be measured, it must require the manager to take action in order to be completed. It must be relevant and realistic to the manager’s position/organization structure, and it must have a clearly stated timeline for completion. Two examples of program goals are:

- “Prior to 11-08, prepare a fee study to recover all costs of the Agricultural Commissions operation. Determine appropriate fees for each service, anticipated revenue receive, and the steps necessary to activate this fee program”.
- “Prior to June 2008, utilizing guidelines/direction provided by the Department/Agency, develop a program to address the needs of the homeless in the Civic Center area. By 12-10-08, prepare a program implementation plan, including resources needed, stakeholders input, and program cost”.

An individual goal example would be “complete a college level course focused on Governmental Grant Preparation by August 1, 2008 and provide a one-hour training session (by 12-1-08) for the managers in the financial unit of the Department on how to enhance grant writing/applications for the Department”.

Program timelines were discussed by Oscar. He indicated that the P4P program would be implemented for the 2008 evaluation year, with training slated for the first quarter and the end of the third quarter of the year. Applicable awards, based on 2008 performance, will be paid in January 2009.

VI. UPCOMING EQUITY REQUESTS

2008 Market/Equity Requests were discussed. The new request format will be posted on the OCMA Web-site, under “forms”, on 2-4-08. OCMA members who wish to request an equity request must complete the form, including relevant identified information, and provide the request information to OCMA by 3-3-08.

VII. OTHER ISSUES

Dave discussed the Richman Initiative, which effects State and local pensions that would be effected after 11-09. The initiative did not quality to be on the ballot, so it is not an issue for which OCMA nor other unions will need to be concerned.

VIII. ADJOURNMENT

The membership was thanked for attending and the meeting was adjourned at 1:10 pm.

Attachment: P4P Proposed Program Highlights: Note: P4P program must be approved by CEO and the Board of Supervisors before it is implemented.

Program Purpose: To provide a meaningful appraisal system for managers that will reward managers based on individual performance and the value provided to the County.

Program Overview/Highlights Proposal (as of 1-30-08):

- County funding for the program will be 2.5% of all managers salary, distributed to Agencies/Departments based on a percentage of total managers on their payroll.
- Individual manager's performance will be evaluated in two areas: 1) A higher weight/evaluation score will be given to day-to-day performance based on core competencies and, 2) a lower weight/evaluation score will be based on achievement of two mutually agreed upon goals.
- Seven core competencies have been developed to judge day-to-day work: Results, Judgment/Decision Making/Problem Solving, Effective Communication, Planning/Organization, Collaboration/Team building, Supervision/Leadership, Functional Expertise.
- Two goals will be required for each manager, including at least one mandatory program goal that relates to the core business of the County and, optionally, a personal professional development goal which enhances the manager's individual capabilities.
- Evaluation ratings are developed with specific criteria to consistently define performance. There are four numerical ratings for each of the seven core competencies and three numerical ratings for each of the established goals. Each element will be rated and added together, averaged, and weighted to calculate one final overall score.
- Based on the managers overall score, a manager rated above standard will be eligible for a reward. The reward percentages will be on a graduated scale, depending on the overall evaluation rating/score. The manager has the option of selecting base-building monetary increases, or a combination of base-building, 40 hours of annual leave or bonus pay.
- An appeal process is established to allow managers who have a concern with his/her rating to have their performance internally reviewed by the Department, and a Calibration Committee is established to assure County-wide program consistency, with retrospective reviews of sample evaluations.

Program Implementation/Timeline:

- The program will be implemented for the 2008 evaluation year.
- Program training will be provided during the first quarter and at the end of the third quarter.
- First quarter – performance planning and goal setting for managers; beginning of third quarter – a mid-year review will be provided to managers; end of fourth quarter – an annual appraisal will be provided and a reward (where appropriate) will be determined.
- Applicable rewards, based on the 2008 evaluation year, will be provided beginning the first pay period in January 2009.