



**To:** Commissioners, First 5 Ventura County

**From:** Jennifer Johnson, Director of Operations

**Date:** November 17, 2016

**Re: Delegation of Authority to the Commission Chair to Approve Compensation Changes for the Director of Operations and the Director of Program & Evaluation**

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### **Background**

Annual performance reviews for Commission staff are to be conducted within 90 days after the completion of the fiscal year. Employees may be eligible for merit increases based on prior year performance as part of a comprehensive performance review process. The Commissions' salary policy and procedures do not include Cost of Living Adjustments or step increases.

To align with current market rates, the Commission approved a new salary schedule that became effective July 1, 2016. The updated salary ranges are based on current compensation data that was collected from First 5 commissions of similar size and geography and from community agencies in Ventura County.

Due to the medical leave and passing of the Executive Director, annual performance reviews and compensation changes required for the new salary schedule for the Director of Operations and the Director of Program and Evaluation have not yet been issued.

In order to assure compliance with current Commission salary ranges and personnel policies, it is proposed to delegate authority to the Commission Chair to approve salary adjustments for the Director of Operations and Director of Program & Evaluation. Adjustments would be made to comply with the newly approved salary schedule and to provide merit increases for FY 2015-16 performance evaluations for those two positions in accordance with the Commission's procedures and approved budgets.

### **Recommendation**

The recommended action would delegate authority to the Commission Chair to approve salary adjustments for the Director of Operations and Director of Program & Evaluation to align with newly approved salary schedules and to provide merit increases for FY 2015-16 performance evaluations for those positions in accordance with the Commission's procedures for merit pay raises and approved budgets.