

South Bay Cities Council of Governments

March 10, 2014

TO: Steering Committee
FROM: Jacki Bacharach, Executive Director
SUBJECT: Increased Responsibilities for the Deputy Executive Director

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

ISSUES TO BE ADDRESSED

There are two issues that the Steering Committee needs to address. First, should Kim Fuentes continue to oversee the operations and programs of the ESC as well as her other duties or should recruitment be initiated? Second, should this position be an employee or can it continue as a contract position?

RECOMMENDATION

It is recommended that Kim Fuentes continue to serve as the Deputy Executive Director and 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.

More information is being researched and prepared on the issues of contractor vs. employee for this position. Not only are the rules and regulations being researched, but also the way that the SBCCOG functions are currently paid for and how changes to this position might affect the SBCCOG operating budget. This information will be provided at the meeting.