

AGENDA ITEM 2B
Action Item

MEMORANDUM

DATE: February 3, 2022

TO: El Dorado County Transit Authority

FROM: Maria Harris, Human Resources Manager

SUBJECT: Appointment of an Ad Hoc Compensation and Benefits Study Review Committee

REQUESTED ACTION:
BY MOTION,

1. Establish an ad hoc Committee to review data from the Compensation and Benefits Study as needed with consultant and staff
2. Appoint two (2) Board members to the Ad Hoc Compensation and Benefits Study Review Committee

BACKGROUND

El Dorado County Transit Authority (El Dorado Transit) published a Request for Proposals (RFP) in October 2021, seeking qualified consultants to perform a Compensation and Benefits Study (Study). Staff received two (2) responses by the due date of November 12, 2021. The scoring committee consisting of the Executive Director, Human Resources Manager, and one (1) unrepresented staff member, reviewed and scored both proposals. The Operating Engineers Local No. 3 Business Representative was also invited to take part on the scoring committee but was unable to participate due to time constraints.

After face-to-face interviews via video conference with both proposers, the contract was awarded to Koff & Associates, a Gallagher Company (Koff). Koff was the low bidder and submitted a detailed proposal which highlighted the consultant's experience relative to the RFP's scope of work. The proposal was clear and concise and indicated a thorough understanding of public agency organizational structures and stakeholder engagement.

DISCUSSION

The Compensation and Benefits Study timeline is condensed with a tentative completion date of March 2022. In the interest of timely project completion, staff is recommending the appointment of an ad hoc committee with two (2) members of El Dorado Transit's Board of Directors (Members). If approved, the Ad Hoc Study Review Committee would convene between regular Board meetings as needed to receive updates, review preliminary data, and provide input to project staff at incremental steps in the study process. Upon completion, the final Study report

will be included in a regular Board meeting agenda for consideration and adoption by the full Board. It is anticipated that Ad Hoc Study Review Committee meetings will be held remotely.

FISCAL IMPACT

None.