

COMPENSATION OF THE CHIEF EXECUTIVE OFFICER	EFFECTIVE DATE
	MAY 18, 2020

Purpose: The Chief Executive Officer of Del Puerto Health Care District (the “District”) is the principal representative of District, and the person responsible for the efficient operation of the District. Therefore, it is the desire of the District to provide a fair yet reasonable and not excessive compensation for the Chief Executive Officer.

Policy: At a minimum of every three years, the Board will adopt a salary study and establish a salary range for the Chief Executive Officer.

Procedure:

- A. A Compensation Ad Hoc Committee shall be appointed by the Board President.
 - 1. No member of the Compensation Ad Hoc committee shall be a relative of a staff member or have any relationship with staff that could present a conflict of interest.
 - 2. The Committee assisted by staff will research and obtain information to make a recommendation to the full board for the compensation range (salary and benefits).
 - 3. Compensation and benefits will be based on a review of comparable data. The Compensation Ad Hoc committee will secure data that documents compensation levels and benefits for similarly qualified individuals in comparable positions at similar organizations. The primary source of data will include the special district chief executive officer information from the “Government Compensation in California” website <https://publicpay.ca.gov/Reports/SpecialDistricts/SpecialDistricts.aspx>
- B. To approve the annual compensation for the Chief Executive Officer, the board must document how it reached its decisions, including the data on which it relied, in the minutes of the meeting during which the compensation was approved. Documentation will include:
 - 1. A description of the compensation and benefits and the date it was approved.
 - 2. The members of the board who were present during the discussion about compensation and benefits, and the results of the vote.
 - 3. A description of the comparability data relied upon and how the data was obtained.
 - 4. Any actions taken (such as abstaining from discussion and vote) with respect to consideration of the compensation by anyone who is otherwise a member of the board but who had a conflict of interest with respect to the decision on the compensation and benefits.