



ITEM ID: 2023-379-0

TRANSMITTAL DATE: November 9, 2023

MEETING DATE: November 17, 2023

TO: Board of Directors

FROM: Metrolink Board Chair Larry McCallon

SUBJECT: Request to Amend Title of Senior Manager, Audit to Director, Audit and Approve Merit Pay

Issue

Board approval is needed to amend the classification/title of Elisabeth Lazuardi, from Senior Manager, Audit, to “Director, Audit” as she serves in a Board-appointed position. Additionally, because of Ms. Lazuardi’s “outstanding” performance rating by the Board during its October 27 closed session meeting, approval is also needed to award her merit pay commensurate with her rating.

Recommendation

It is recommended that the Board approve the change in title from “Senior Manager, Audit” to “Director, Audit” as this position is administratively part of Metrolink Executive Leadership Team, and functionally reports to the Metrolink Board of Directors. It is also recommended that the Board approve a 6.75% merit increase for Ms. Lazuardi for her outstanding performance rating for the annual period ending June 30, 2023.

Strategic Commitment

This report aligns with the Strategic Business Plan commitment of:

- **Modernizing Business Practices:** We will improve our operational efficiency through transparency, objective metrics and streamlined governance, reducing over-reliance on subsidy while bringing our system into a state of good repair and investing in the development of our employees. This report contributes to this goal by ensuring that the Authority awards merit pay to individual employees based on their performance.

Background

Senior Manager, Audit, Elisabeth Lazuardi, reports administratively to the Chief Executive Officer (CEO) for day-to-day operations and functionally to the Board and Audit and Finance Committee (AFCOM). This structure permits the rendering of impartial and unbiased judgment essential to the proper conduct of audits. Her current title of “Senior Manager” is not in congruence with the Executive Leadership Team nor reflective of her current work obligations to Metrolink and the Metrolink Board of Directors.

On an annual basis, the Board reviews Ms. Lazuardi’s performance and determines the amount of her merit pay based on her performance during the evaluation period.

Discussion

During the October 27, 2023 Board closed session, the Board evaluated the performance of Ms. Lazuardi for the annual period ending June 30, 2023. As determined, based on her accomplishments and overall outstanding performance, Ms. Lazuardi is authorized to receive a 6.75 percent merit increase, the rate provided to all regular full-time Authority employees who receive outstanding ratings, retroactive to July 1, 2023, as indicated below.

The merit increase percentage is consistent with the annual performance matrix available to all Authority employees according to the table below:

Performance Rating	Merit Increase
Meets Expectations	5%
Exceeds Expectations	6.25%
Outstanding	6.75%

Subject to Board approval these changes would constitute an amendment to the June 23, 2017 Board approved item as well as an amendment to any other previous Board approved compensation changes. All other terms and conditions would remain in effect.

Budget Impact

Funding for merit pay is included in the adopted FY2023-24 Operating Budget.

Prepared by: Ilyssa DeCasperis, Chief People Officer

Approved by: Metrolink Board Chair Larry McCallon