

To: Contra Costa County Housing Authority Board of Commissioners  
 From: Joseph Villarreal, Housing Authority  
 Date: September 13, 2022



Contra  
Costa  
County

Subject: APPROVE WAGE CHANGE AND SALARY STEP INCREASE FOR JOSEPH E. VILLARREAL,  
EXECUTIVE DIRECTOR

---

## **RECOMMENDATIONS**

APPROVE, effective January 1, 2022, a new five-step salary schedule for the position of Executive Director with a five percent (5%) increase between steps, with each step rounded down to the nearest whole dollar: Step 1 through Step 5 (\$190,446 - \$231,487).

APPROVE a merit step increase to step 4 of the new salary range effective January 1, 2022.

AUTHORIZE the Chair of the Board of Commissioners to sign an amendment to the Executive Director's employment agreement to reflect the new salary and salary schedule.

## **BACKGROUND**

On May 24, 2022, the Board of Commissioners completed a performance review of the Executive Director who is currently being paid at step one of the existing salary schedule for the position of Executive Director. It is recommended that a new five-step salary schedule be adopted for that position. The proposed new schedule reflects a 5% equity adjustment that was granted to represented employees on August 10, 2021, and to all management employees apart from the Executive Director on September 14, 2021. The Executive Director will also receive all COLAs approved for management staff by the

---

Action of Board On: **09/13/2022** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

### **VOTE OF COMMISSIONERS**

AYE: John Gioia, Commissioner

Candace Andersen,  
Commissioner

Diane Burgis,  
Commissioner

Karen Mitchoff,  
Commissioner

Federal D. Glover,  
Commissioner

Cynthia Jordan,  
Commissioner

Joann Segura,  
Commissioner

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: September 13, 2022

Joseph Villarreal, Executive Director

By: June McHuen, Deputy

Contact: 925-957-8028

cc:

Board on September 14, 2021.

The recommended merit step increase from Step 1 to Step 4 is as a result of the performance review that was due in January 2022, as permitted by the Executive Director's employment agreement, and because the Executive Director has not been given a performance review since December 2018.

**FISCAL IMPACT**

The maximum annual cost of this action (including pension cost) for calendar year 2022 would be \$60,723.44.

**CONSEQUENCE OF NEGATIVE ACTION**

The Executive Director will not receive a salary increase.

## CLERK'S ADDENDUM

**Speaker: No name given.**

## ATTACHMENTS

BO JV

ED Salary Schedule