



**LANE TRANSIT DISTRICT
BOARD OF DIRECTORS
HUMAN RESOURCES COMMITTEE MEETING**

Monday, May 13, 2019
3:00 – 4:00 p.m.

LTD Board Room
3500 E. 17th Avenue, Eugene
(Off Glenwood Blvd. in Glenwood)

AGENDA

<u>Time</u>	<u>ITEM</u>	<u>Page</u>
3:00 p.m.	I. CALL TO ORDER	
	II. ROLL CALL	
	<input type="checkbox"/> Carl Yeh <input type="checkbox"/> Caitlin Vargas <input type="checkbox"/> Steven Yett	
	III. COMMENTS FROM THE CHAIR	
3:05 p.m.	IV. APPROVAL OF MINUTES Action Needed: Approval <i>Approve minutes from the April 11, 2019, meeting.</i>	2
3:10 p.m.	V. GENERAL MANAGER FISCAL YEAR 2019 ANNUAL REVIEW [David Collier] Action Needed: Discussion	
4:00 p.m.	VI. ADJOURNMENT	

The facility used for this meeting is wheelchair accessible. To request a reasonable accommodation or interpreter, including alternative formats of printed materials, please contact LTD's Administration office no later than 48 hours prior to the meeting at 541-682-5555 (voice) or 7-1-1 (TTY through Oregon Relay).

MINUTES OF HUMAN RESOURCES COMMITTEE MEETING

LANE TRANSIT DISTRICT

Thursday, April 11, 2019

Pursuant to notice given to *The Register-Guard* for publication on April 4, 2019, and distributed to persons on the mailing list of the District, the Human Resources Committee of the Lane Transit District held a meeting on Thursday, April 11, 2019, beginning at 4:00 p.m., at the LTD Board Room, 3500 E. 17th Avenue, Eugene, Oregon.

Present: Carl Yeh
Caitlin Vargas
Steven Yett
Camille Gandolfi, Clerk of the Board
Kristen Denmark, General Counsel
Mark Johnson, Assistant General Manager
David Collier, Director of Human Services and Risk Management (called in)
AJ Jackson, General Manager

CALL TO ORDER/ROLL CALL — Mr. Yeh convened the meeting of the Human Resources (HR) Committee and called the roll.

MOTION APPROVAL OF MEETING MINUTES — Mr. Yeh moved to approve the minutes of the August 14, 2018, Human Resources Committee meeting as presented. Ms. Vargas provided the second.

VOTE The motion passed as follows:
AYES: Vargas, Yeh (2)
NAYS: None
ABSTENTIONS: Mr. Yett
EXCUSED: None.

FISCAL YEAR 2018-2019 - GENERAL MANAGER ANNUAL REVIEW

Mr. Yeh reviewed the general managers review process and listed goals stated in the most recent contract. He explained that this document was reviewed annually and it was time to obtain input from community stakeholders for her next annual review.

Mr. Collier clarified Ms. Jackson's contract was for a three-year period. Annually, the HR Committee would identify goals and talk to stakeholders. Then, the committee would evaluate Ms. Jackson's performance.

Mr. Yett asked how long the HR Committee had to contact stakeholders. Mr. Collier responded feedback was due the beginning of July 2019.

Ms. Denmark provided high-level overview of last years' process. She shared Exhibit A of the document, included within the agenda packet. She said that during the evaluation period, the HR Committee also focused on creating goals for the next year. Ms. Denmark explained that last year, Ms. Jackson provided a draft of targets to reach that she saw fitting for the organization. She explained that committee members could be assigned stakeholders to interview.

Mr. Yeh said that he wanted to review whether goals were met or not, then discuss whether the committee wanted to maintain its same goals or create new ones. After discussing, members could choose stakeholders to interview.

In response to Mr. Yett, Mr. Collier said there was a list of 17 people who represented different community organizations and needed to be contacted. Two goals of the meeting was to assign work and create a schedule for the evaluation process.

Ms. Denmark pointed out that Ms. Jackson's prior contract had based goals around the calendar year. The HR Committee changed the time frame, so goals ran with the fiscal year -- meaning 2018 goals carried into 2019. She said that focus on new goals would begin starting July 1, 2019.

Mr. Yeh clarified they did not need to make new goals at that time. Ms. Denmark responded yes; in July 2019 the committee would conduct the evaluation and create new goals. The committee was starting work now to develop a plan and procedures.

Mr. Yeh pointed to Pages 14 and 15, Exhibit B. There was a survey each member would provide to their assigned community partner.

Mr. Yett said that he wondered if other entities could be added to the list. Mr. Yeh said that he didn't think the list was definitive; however, he felt confident the committee had previously decided upon those partners that would provide the most useful feedback. He said that he thought they could possibly add up to five more organizations.

Ms. Denmark pointed to paragraph five within the contract. It read that in addition to review by Board members, the Board may survey community members listed in Exhibit B and ask questions listed within Exhibit C. She said that the contract needed to be followed as written, but Ms. Jackson expressed willingness to negotiate which organizations were approached. Ms. Denmark said that she thought members could send her different ideas and she would work on the change with Ms. Jackson.

Ms. Vargas said that she wanted to talk to folks soon and stay ahead of schedule. She said that she was happy to split the list of stakeholders three ways. Mr. Yeh stated that he agreed.

Mr. Yeh asked Mr. Yett which groups he had thought of. Mr. Yett said that he would speak offline with Ms. Denmark.

Ms. Vargas said that she would interview the Eugene Chamber of Commerce, Bethel School District, the City of Eugene city manager, United Way, Homes for Good, UO Athletics, and UO Student Affairs.

Mr. Yett said that he would interview the City of Springfield city manager, Springfield Public Schools, Lane Community College, and National Association for the Advancement of Colored Persons.

Mr. Yeh said that he would interview Rob Zako, director of LCOG Senior and Disability Services, executive director of LCOG, Eugene 4J, the City of Coburg, and the Springfield Chamber of Commerce.

Ms. Gandolfi would summarize assignments and send a follow up email to members.

Ms. Vargas asked if there was an email template used when contacting stakeholders. Ms. Gandolfi said that she was happy to write one for the committee. Ms. Vargas asked whether email addresses and phone numbers would be provided for members. Ms. Gandolfi said yes.

Ms. Denmark said that if there were additional organizations in mind, she could facilitate communication between committee members; however, any addition or subtraction to the list would need to be decided upon in a formal meeting.

Mr. Yett asked if the survey was limited to the five questions identified. Mr. Yeh said yes, and thought they would hear pertinent information if they stuck to the survey.

Ms. Vargas asked to set up a timeline. Committee members decided to have interviews done by May 9, 2019, prior to the next HR Committee meeting.

Ms. Denmark asked if, during that time, the HR Committee wanted Ms. Jackson to submit proposed goals for next year. Mr. Yeh said that he thought that was an excellent suggestion. Ms. Jackson said she thought it would be good for her to converse further with the Board and HR Committee, prior to providing ideas of her own. She said that she would not want to come up with suggestions not in alignment with the desired direction of the organization. Ms. Jackson suggested members express what they envisioned over the next year during the next meeting.

Ms. Vargas asked if survey results helped guide Board goals, or if the results were strictly for evaluation purposes. Mr. Yeh said that he recollected that the survey results were used solely in evaluation, however, he thought results would also indicate what was going well and what needed improvement. Ms. Jackson said that she thought results for community goals were weighed against her performance goals during evaluation.

Mr. Yett requested that Ms. Jackson respond to the Board on how she thought she addressed goals over the past year and how they were managed. He said that he found self-assessments helpful. Secondly, Mr. Yett said that he thought Ms. Jackson had much more expertise in the field of directing a public transportation agency. He said that he preferred she presented what direction she thought LTD needed to move in. Ms. Vargas said she thought the suggestion sounded great.

Ms. Gandolfi mentioned that last year's survey results were sent to her by committee members, which she then compiled into an organized fashion. She asked if the HR Committee would like her to do so again. All committee members said yes.

Ms. Vargas asked if there was flexibility in when the committee could meet. Ms. Gandolfi said the current meeting day/time was set last year, so an updated schedule could certainly be discussed.

ADJOURNMENT

Mr. Yeh adjourned the meeting at 4:35 p.m.