



# LANE TRANSIT DISTRICT BOARD OF DIRECTORS HUMAN RESOURCES COMMITTEE MEETING

Friday, June 21, 2019  
3:30 – 5:00 p.m.

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

*Public testimony will not be heard at this meeting.*

## AGENDA

Time	ITEM	Page
3:30 p.m.	I. CALL TO ORDER	
	II. ROLL CALL <input type="checkbox"/> Carl Yeh <input type="checkbox"/> Caitlin Vargas <input type="checkbox"/> Steven Yett	
3:32 p.m.	III. COMMENTS FROM THE CHAIR	
3:35 p.m.	IV. APPROVAL OF MINUTES <b>Action Needed:</b> Approval <i>Approve minutes from the May 13, 2019, meeting.</i>	2
3:40 p.m.	V. EXECUTIVE (NON-PUBLIC) SESSION PURSUANT TO “ORS 192.660(2)(I), to review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing.”  <i>I move that the Committee move into executive (non-public) session pursuant to “ORS 192.660(2)(i), to review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing.”</i>	
4:25 p.m.	VI. GENERAL MANAGER FISCAL YEAR 2019 ANNUAL REVIEW [David Collier] <b>Action Needed:</b> Discussion	
5:00 p.m.	VII. 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

Monday, May 13, 2019

Pursuant to notice given to The Register-Guard for publication on May 8, 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 Monday, May 13, 2019, beginning at 3:00 p.m., at the LTD Board Room, 3500 E. 17th Avenue, Eugene, Oregon.

Present: Carl Yeh  
Steven Yett  
Camille Gandolfi, Clerk of the Board  
Kristin Denmark  
Mark Johnson, Assistant General Manager  
David Collier, Director of Human Services and Risk Management  
AJ Jackson, General Manager

Absent: Caitlin Vargas

**CALL TO ORDER/ROLL CALL** – Mr. Yeh convened the meeting of the Human Resources (HR) Committee at 3:01 p.m. and everyone present introduced themselves.

**COMMENT FROM CHAIR** – Mr. Yeh had no comments.

**MOTION APPROVAL OF MEETING MINUTES** – Mr. Yett moved to approve the minutes of the April 11, 2019, Human Resources Committee meeting as presented. Mr. Yeh provided the second.

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

**GENERAL MANAGER FISCAL YEAR 2019 ANNUAL REVIEW** – Mr. Collier said that he thought they could talk about some of the interviews today, while waiting for the rest to be finished. Mr. Yeh said that he thought they should all take some time to read over the interviews Ms. Denmark had sent out and ask questions.

Mr. Yeh asked Mr. Yett if he had received any of the survey answers. Mr. Yett said he had not, but that he had spoken with Eric Richardson and would be meeting with Geno tomorrow to talk about it. He said that he had also gotten information from Bruce on the Springfield schoolboard, but has not heard anything back yet.

Mr. Collier said that their goal at this point should be to figure out their next steps before going in front of the Board. Ms. Denmark reminded everyone that they needed to get all the interviews in before they are able to take any real action. Mr. Yeh asked if there was a deadline for the review. Ms. Denmark replied that per Ms. Jackson's current contract they would be presenting in front of the Board in July, with merits also going into effect in July. She said that they could push it back if needed.

Mr. Yett asked if the merit payment increase for Ms. Jackson was on a fixed or sliding scale. Ms. Denmark said that it is on a sliding scale of one to five percent. They would make a recommendation of what percent they suggested as a committee, and then they would vote to approve or not. Ms. Jackson voiced that for any merit increase she is given, she wants it to be given in leave time, not paid time. She said that she felt that it would be wrong to take increases when other employees were not. Mr. Collier said that currently Ms.

Jackson is given 80 additional hours of vacation every year. Ms. Jackson said that currently her vacation time is around 380 hours, and that she would be taking a vacation later in the month. Mr. Yett said that he wanted to know what how many vacation days she accumulates every year before the 80 extra hours are given. Mr. Collier said that she accrues 22 days a year and is currently at 395 hours, with her being capped out at 480 hours. He added that after working at LTD for four years she would receive a bump up to 27 days a year. Mr. Johnson added that sick days are also taken out of these hours. Mr. Yett asked if Ms. Jackson chose to leave LTD, if she would be able to cash out her stored hours. Mr. Collier answered that she could, but only up to 480 hours. Ms. Denmark added that if LTD terminates her employment she would just receive a 6 month severance payment of salary and benefits, and the hours would not be cashed out. Mr. Yeh asked if the contract allows for them to add vacation time in lieu of a merit increase. Ms. Denmark said that they can amend anything in the contract.

Mr. Yeh said that he thought that they should meet a couple more times in June before the June 19 Board meeting to figure out what they wanted to do. He put forward June 3 and June 10 as additional meeting days and said that they should have all the interviews by then. Mr. Yett said that he agreed with those dates, but added they should check with Ms. Vargas's schedule to make sure she could be there.

Mr. Yeh said that he thought they should spend the rest of the meeting talking about their general impressions of the interviews recorded. He started, by saying that everyone he interviewed seemed to think that Ms. Jackson was doing a good job and was a very involved general manager. Mr. Yett said that his interviews gleaned a similar response. He said that when talking to Bruce's assistant she had said Ms. Jackson and him had not met yet. Ms. Jackson said she had already reached out to the new superintendent, but was planning on reaching out to Bruce as well. Mr. Yeh brought up Rob and Brenda who both thought that LTD had suffered from Edward's departure and wanted a stronger LTD voice. He said that Rob also worried about the long term strategies and goals of LTD. Mr. Yeh said Rob's comments were fair, but that he also thought it was too early to expect so much change.

Mr. Yeh asked who would be in charge of creating the final summary. Ms. Denmark responded that since she did it last year, she would probably do it again. She reminded everyone that the summary would be brought before them for approval before presenting to the Board.

Mr. Yeh said that Ms. Jackson seemed to meet or exceed all of the goals they had set, except maybe cost efficiency and operating costs. Ms. Jackson voiced that those areas have been an issue for LTD in the past, and something that she had started to focus on more in the new year. She also said that they will have to wait for new ABBG data to come out to truly see the effects she has had. Mr. Yeh said that he wanted to talk about the District-wide issue of people skipping fairs, since it is the largest hit to operating costs. Ms. Jackson said that it is hard to be on top of and they would have to spend more money fixing issues then they would make from the fairs. Also, programs they have set up for people to ride for free might show up in the fair loss and skew the numbers.

Mr. Yett questioned if their books were accrual or cash, and said that he wondered why they were storing diesel fuel if on an accrual system. Ms. Jackson said that she believed they were on a cash system, but would ask Ms. Shew for clarification. She said that they started storing fuel around fiscal year 2014/2015, when LTD feared that gas prices would rise above \$5. They decided that it would be cheaper to store fuel, but when the prices decreased they were stuck in a bad situation. The Board had recently decided to start using that stored fuel, and it just recently started hitting the books.

Mr. Yeh said that would be a good place to stop, and they would pick up the conversation at their next meeting on June 3, 2019.

**ADJOURNMENT** – Mr. Yeh adjourned the meeting at 3:58 p.m.

(Minutes recorded by Lydia Dysart)