



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

Wednesday, July 31, 2019  
9:00 – 10:30 a.m.

**Next Stop Center**  
1099 Olive Street, Eugene  
(at the Eugene Station)

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

**AGENDA**

| <u>Time</u> | <u>ITEM</u>  | <u>Page</u> |
|-------------|--|-------------|
| 9:00 a.m.   | I. CALL TO ORDER   |             |
|             | II. ROLL CALL  |             |
|             | <input type="checkbox"/> Carl Yeh <input type="checkbox"/> Caitlin Vargas <input type="checkbox"/> Steven Yett   |             |
| 9:02 a.m.   | III. COMMENTS FROM THE CHAIR   |             |
| 9:05 a.m.   | IV. APPROVAL OF MINUTES  | 2           |
|             | <b>Action Needed:</b> Approval   |             |
|             | • <i>Approve minutes from the July 12, 2019, meeting</i>   |             |
| 9:10 a.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> |             |
| 9:35 a.m.   | VI. GENERAL MANAGER FISCAL YEAR 2019 ANNUAL REVIEW<br>[David Collier]  |             |
|             | <b>Action Needed:</b> Discussion   |             |
| 10:30 a.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

Friday, July 12, 2019

Pursuant to notice given to *The Register-Guard* for publication on July 5, 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 Friday, July 12, 2019, beginning at 2:30 p.m., at the LTD Board Room, 3500 E. 17th Avenue, Eugene, Oregon.

Present: Carl Yeh, Chair  
Caitlin Vargas  
Steven Yett  
General Manager, Aurora Jackson  
Camille Gandolfi, Clerk of the Board  
Kristin Denmark, General Counsel  
Lynn Taylor, Minutes Recorder

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

**COMMENTS FROM THE CHAIR** — None.

**MOTION APPROVAL OF MINUTES** — Ms. Vargas moved to approve the June 10, 2019, and June 21, 2019, Human Resources Committee minutes as submitted. Mr. Yett provided the second.

**VOTE** The motion was approved as follows:  
AYES: Vargas, Yeh, Yett (3)  
NAYS: None  
ABSTENTIONS: None  
EXCUSED: None

**MOTION EXECUTIVE SESSION PURSUANT TO ORS 192.660(2)(I), to review and evaluate the employ-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** — Ms. Vargas moved 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. Mr. Yett provided the second.

In response to a question from Ms. Vargas, Ms. Gandolfi stated she was working with the state archivist to determine the best way to maintain a secure written record of executive sessions. She said options included a secure folder on the state or LTD's records management system that only she could access or have legal counsel maintain a secure folder. Under all options information technology (IT) personnel would still have access. She said another option was for all HR Committee executive session recordings to be housed on the legal counsel's system. She said any of the options would meet the requirement for records retention.

**VOTE** The motion was approved as follows:

AYES: Vargas, Yeh, Yett (3)  
NAYS: None  
ABSTENTIONS: None  
EXCUSED: None

The committee entered executive session at 2:40 p.m. and resumed its regular session at 3:40 p.m.

**GENERAL MANAGER FISCAL YEAR 2019 ANNUAL REVIEW** — Mr. Yeh announced that the committee decided to complete work on the current annual review before dissolving and agreed on procedures for maintaining a secure record of its executive sessions.

**MOTION** Ms. Vargas moved that the Human Resources Committee complete the FY 2019 general manager annual review before the committee was dissolved. Mr. Yett provided the second.

**VOTE** The motion was approved as follows:  
AYES: Vargas, Yeh, Yett (3)  
NAYS: None  
ABSTENTIONS: None  
EXCUSED: None

**MOTION** Ms. Vargas moved that minutes of the Human Resources Committee would be taken during its executive sessions and the written record be transmitted securely to LTD's general counsel for retention. Mr. Yett provided the second.

**VOTE** The motion was approved as follows:  
AYES: Vargas, Yeh, Yett (3)  
NAYS: None  
ABSTENTIONS: None  
EXCUSED: None

Mr. Yeh stated that the committee was requesting that Ms. Jackson resubmit a self-evaluation that included a more detailed description of accomplishments under each goal, consistent with the Board expectations described in the comments related to a goal. He said the goals that required additional information were:

#1. ABBG categories - more details and analysis related to Board expectations, including recommendations to the Board about developing improvements in processes related to priority areas of performance

#2. Community relations - more details of interactions with community members and specific on the impacts and benefits to the agency, including the amount of time spent on community relations activities

Ms. Jackson said she could provide more statistical information related to performance in the ABBG categories, but noted that the data was delayed for two years and would not be tied directly to her decisions and actions. Her analysis would look at how the agency had performed and not her specific performance. She said she could provide information about time spent on

community relations based on calendar time and noted that she tried to balance her time among many activities, including community relations, LTD employees and Board, intergovernmental and non-profit relations. She said information about impacts and benefits would be subjective but she would try to provide information that would be useful to the committee.

Ms Jackson agreed to provide an updated self-evaluation based on the committee's direction by close of business on July 26, 2019.

The next committee meeting was scheduled for Wednesday, July 31, 2019.

**ADJOURNMENT**

Mr. Yeh adjourned the meeting at 4:00 p.m.