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

**April 15, 2002  
3:30 p.m.**

**LTD CONFERENCE ROOM  
3500 E. 17<sup>th</sup> Avenue, Eugene  
(in Glenwood**

*Public testimony will not be heard at this meeting*

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**AGENDA**

- I. CALL TO ORDER
- II. ROLL CALL
- III. Gaydos (Chair) \_\_\_\_\_ Kleger \_\_\_\_\_ Melnick \_\_\_\_\_
- IV. DISCUSSION OF PROCESS AND TOOLS FOR ANNUAL REVIEW OF GENERAL MANAGER'S PERFORMANCE AND COMPENSATION
- V. SCHEDULE NEXT MEETING – Continue Discussion of General Manager Evaluation
- VI. ADJOURNMENT

## AGENDA ITEM SUMMARY

- DATE OF MEETING:** April 17, 2002
- ITEM TITLE:** BOARD HR COMMITTEE RECOMMENDATION
- PREPARED BY:** Gerry Gaydos, Committee Chair
- ACTION REQUESTED:** Approval of a recommended process to evaluate the performance of the general manager and develop procedures for future committee action
- BACKGROUND:** The Board HR Committee met on April 2 and April 15, 2002, to develop procedures and select an evaluation instrument to use for the general manager's performance evaluation. The committee reviewed an evaluation process developed by the American Public Transportation Association (APTA), in which several steps were recommended. Those steps were adapted by the committee to develop the following process:
1. Compile background materials.
  2. Recommend that there be an assessment.
  3. Recommend that the HR Committee lead and participate in the assessment, with input from the Board president.
  4. Customize the evaluation tool.
  5. Distribute the questionnaire (evaluation tool), with dates for return of the completed form.
  6. Tabulate and analyze the assessment results.
  7. Review the preliminary appraisal in committee and take a summary recommendation to the full Board.
  8. Work with District counsel to prepare an employment contract to replace the current letter of agreement for the general manager's employment
  9. Develop annual goals for the general manager for the following year, collaboratively with the general manager.

### **Recommended Process:**

The committee recommends that an assessment be held at this time, using a performance assessment tool developed by APTA. This tool would be provided to Board members to fill out and return by a specific date. The committee also agreed that senior (management-level) staff

should be asked to complete the same questionnaire used by the Board. Those evaluations would be anonymous and returned to the committee chair. The results of all of the individual evaluations then would be compiled and discussed in executive session, first by the committee, and then by the full Board.

The HR Committee also will discuss parameters for the general manager’s compensation for the next fiscal year with the Board. Following completion of the evaluation, the Board will be asked to approve a compensation adjustment and a new employment contract for the general manager.

The committee recommends that Committee Chair Gerry Gaydos and Board President Hillary Wylie work with the general manager to develop his goals and objectives for the coming year and negotiate compensation and contract language. Those recommendations would be discussed by the committee and then brought to the full Board for further discussion and approval. The committee also recommends that the Board set its own goals and objectives for each year. This is not proposed as part of the HR Committee process, but as a full-Board activity.

The committee also recommends that in the future, general manager performance evaluations be forwarded for broader community and employee involvement, and that they be held during the fall, in order to better fit with the Board’s annual activities and result in a compensation recommendation early in the annual budget process.

Finally, the HR Committee recommends that the committee develop a “committee charge” outlining the recommended responsibilities and areas of involvement for the committee. This charge would be brought to the full Board for approval at a meeting later in the year.

The timeline for these recommendations follows:

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|--|-----------------|
| <input type="checkbox"/> Distribution of evaluation instrument   | April 19        |
| <input type="checkbox"/> Due date for return of complete evaluations                                   | May 1           |
| <input type="checkbox"/> HR Committee meeting to discuss evaluations                                   | May 20          |
| <input type="checkbox"/> Meeting of Board president, committee chair, and GM                           | To be scheduled |
| <input type="checkbox"/> HR Committee meeting to finalize recommendation                               | To be scheduled |
| <input type="checkbox"/> HR Committee recommendation to full Board/<br>evaluation in executive session | June 19, 2002   |
| <input type="checkbox"/> HR Committee meeting to draft committee charge                                | To be scheduled |

**RESULTS OF RECOMMENDED ACTION:**

An evaluation tool will be distributed to Board members and management-level staff. The Board HR Committee will continue to meet to compile evaluation results for the Board, develop a compensation recommendation for the general manager, develop a process and timeline to be used for future evaluations, develop goals for the general manager for the coming year, and prepare a “committee charge” for approval by the full Board.

**ATTACHMENT:** None

**PROPOSED MOTION:** I move the following resolution:

LTD Resolution No. 2002-015: It is hereby resolved that the LTD Board of Directors accepts the proposal of the Board HR Committee for the recommended general manager evaluation and compensation process, development of goals and objectives for the general manager for the next year, and development of a committee charge.

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