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Public notice was given to *The Register-Guard* for publication on November 15, 2003.

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

**November 17, 2003
1 p.m.**

**LTD CONFERENCE ROOM
3500 E. 17th Avenue, Eugene
(in Glenwood)**

Public testimony will not be heard at this meeting

AGENDA

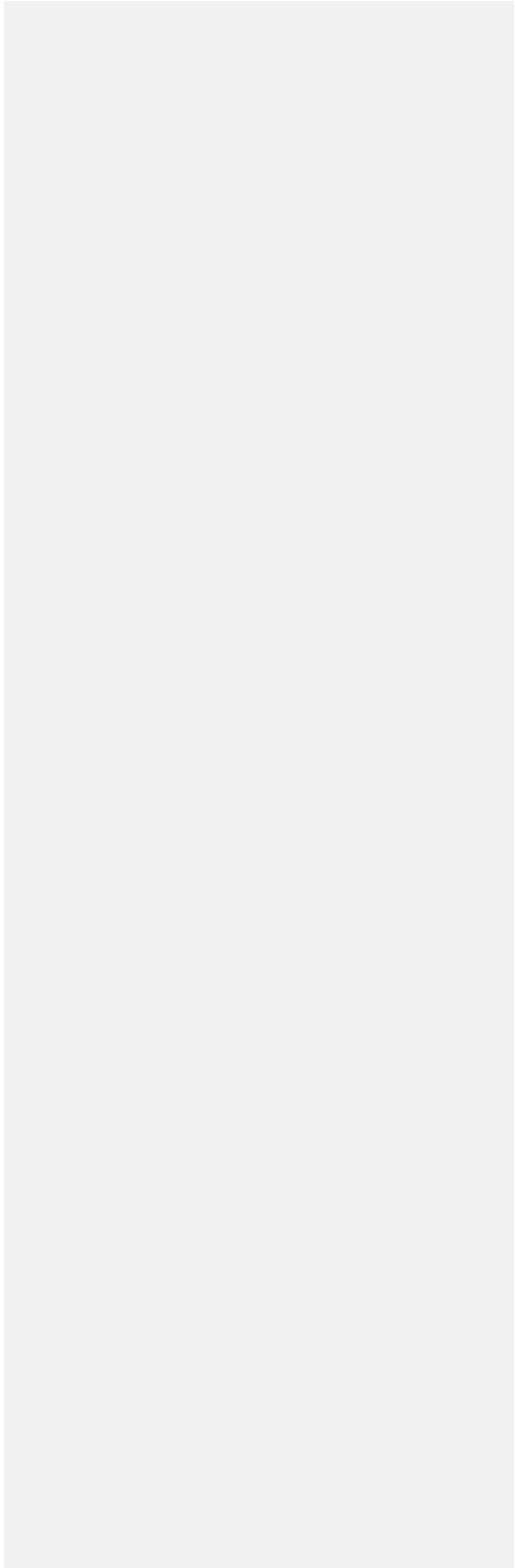
I.	CALL TO ORDER	
II.	ROLL CALL Gaydos (Chair) _____ Ban _____ Gant _____	
III.	APPROVAL OF MINUTES—October 15, 2003	
IV.	EXECUTIVE SESSION PURSUANT TO ORS 192.660(1)(i), to evaluate the employment-related performance of the general manager	
V.	FUTURE MEETINGS A. Discussion of FY 2003-04 General Manager Goals and Objectives B. Executive Sessions: Labor Negotiations Priorities, Strategies, and Updates C. Meeting Dates – Schedule Next Meeting(s)	
VI.	ADJOURNMENT	

Deleted: <#>INTRODUCTION OF HUMAN RESOURCES & RISK MANAGEMENT DIRECTOR MARY NEIDIG¶

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

October 15, 2003

Pursuant to notice given to *The Register-Guard* for publication on October 13, 2003, and distributed to persons on the mailing list of the District, a meeting of the Lane Transit District Board of Directors Human Resources Committee was held at 4 p.m. on October 15, 2003, in the District's conference room at 3500 E. 17th Avenue, Eugene.

Present:

Gerry Gaydos, Chair

Susan Ban

Ken Hamm, General Manager

Mark Pangborn, Assistant General Manager

Mary Neidig, Director of Human Resources and Risk Management

Diane Hellekson, Director of Finance and Information Technology

Jo Sullivan, Administrative Services Manager/Clerk of the Board

Absent:

David Gant

CALL TO ORDER: The meeting was called to order at 4:20 p.m. by Committee Chair Gerry Gaydos.

APPROVAL OF MINUTES: Ms. Ban moved, seconded by Mr. Gaydos, that the minutes of the September 15, 2003, Board Human Resources Committee meeting be approved as distributed. The motion passed unanimously.

INTRODUCTION OF LABOR ATTORNEY JACKIE DAMM: Mr. Hamm introduced attorney Jackie Damm who had been working with LTD on a number of labor issues. Ms. Damm then provided some background on her education and training.

DISCUSSION AND RECOMMENDATIONS: The Committee discussed the following topics:

1. Labor Negotiations Team
2. General Manager Evaluation Process and Tools
 - a. General Manager Evaluation Tool and Participants for Fall 2003
 - b. Schedule for Fall Evaluation

1. Labor Negotiations Team: Mr. Hamm recommended that she lead LTD's contract negotiations with the Amalgamated Transit Union, Division 757, in 2004. It was his recommendation that Ms. Neidig be the primary conduit between Ms. Damm and the LTD negotiations team, that Ms. Hellekson participate on the team to help assess the costs of particular strategies and how those fit within the financial parameters, and that Director of Operations Mark Johnson also participate on the team. The Board HR Committee would define the political issues, and the Board Finance Committee would define the financial "box." The negotiations team then would fit the different negotiations pieces into that box.

The HR Committee agreed with this recommendation.

Executive Session Pursuant to ORS 192.660(1)(d): Ms. Ban moved, seconded by Mr. Gaydos, that the Committee meet in executive (non-public) session pursuant to ORS. 192.660(1)(d), to conduct deliberations with persons designated by the governing body to carry out labor negotiations. The vote carried unanimously and the Committee entered executive session at 4:25 p.m.

Return to Regular Session: Upon a motion by Ms. Ban and seconding by Mr. Gaydos, the Committee returned to open session at 5 p.m.

2. General Manager Evaluation Process and Tool: Ms. Neidig then discussed the proposed evaluation process and the goals of the process with the Committee. She said that the tool used by the Board the previous year was an excellent tool, but that parts of the tool were not appropriate for other than the Board. She thought that the Committee had made good choices the previous year about which parts to have each group fill out. Ms. Neidig proposed that every other year the general manager go through the full evaluation, with input from the Board, the staff Leadership Council, and the ATU, and every other year the Board receive input from community members. Since the full process was completed in March 2003, she suggested asking the community leaders to complete a questionnaire in November 2003 and then having the full process with the Board, staff, and ATU in the fall of 2004. She also said that the broader the statement of responsibility, the longer the time given for accomplishing goals. Generally, a two-year cycle was accepted for CEOs, and Mr. Hamm's goals had been set less than a year before.

Ms. Ban said that she liked obtaining the external input because it fit with LTD's mission. Mr. Gaydos said he was happy with the process as long as Mr. Hamm thought it provided enough feedback. Ms. Neidig suggested interview questions for key community leaders. The questions were designed to give the Board a checkpoint with LTD's role in the community and the general manager's interactions in the community, to show how Mr. Hamm represented LTD. The Committee added a few names to the list of key leaders, and agreed to recommend this process to the full Board at the meeting that evening.

NEXT MEETING: Ms. Ban and Mr. Gaydos suggested noon on Monday, November 15, for the next HR Committee meeting.

ADJOURNMENT: The meeting was adjourned at 5:20 p.m.

Recording Secretary

Approved by Committee: _____

BOARD HUMAN RESOURCES COMMITTEE AGENDA ITEM SUMMARY

DATE OF MEETING: November 17, 2003

ITEM TITLE: EXECUTIVE SESSION PURSUANT TO ORS 192.660(1)(i)

PREPARED BY: Gerry Gaydos, Board HR Committee Chair

ACTION REQUESTED: That the Board move into Executive (non-public) Session pursuant to ORS 192.660(1)(i), to review and evaluate, pursuant to standards, criteria, and policy directives adopted by the governing body, the employment-related performance of the chief executive officer (general manager) of LTD

ATTACHMENT: None (Combined performance evaluation ratings will be distributed to Board members under separate cover.)

PROPOSED MOTION: I move that the Board meet in Executive Session pursuant to ORS 192.660(1)(i), to review and evaluate, pursuant to standards, criteria, and policy directives adopted by the governing body, the employment-related performance of the LTD general manager.