

Public notice was given to *The Register-Guard* for publication on November 23, 2007.

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

**November 27, 2007
4 p.m.**

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

Public testimony will not be heard at this meeting

AGENDA

Page No.

- I. CALL TO ORDER
- II. ROLL CALL
- III. Gaydos (Chair) _____ Dubick _____ Eyster _____
- IV. APPROVAL OF MINUTES (October 23, 2007) 02
- V. EXECUTIVE SESSION PURSUANT TO ORS 192.660(2)(i), to review and evaluate the work-related performance of the general manager
- VI. NEXT MEETING
- VII. ADJOURNMENT

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

October 23, 2007

Pursuant to notice given to *The Register-Guard* for publication on October 22, 2007, 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 Tuesday, October 23, 2007, in the District's conference room at 3500 E. 17th Avenue, Eugene.

Present:

Michael Dubick
Mike Eyster
Gerry Gaydos, Chair
Mary Adams, Director of Human Resources and Risk Management
Stefano Viggiano, Assistant General Manager
Jo Sullivan, Clerk of the Board/Recording Secretary

CALL TO ORDER: Mr. Gaydos called the meeting to order at 4:05 p.m.

MOTION **APPROVAL OF MINUTES:** Mr. Eyster moved that the minutes of the September 11, 2007, HR Committee meeting be approved as amended. The motion was seconded by Mr. Dubick and approved 3 to 0.

VOTE

LEGAL SERVICES CONTRACT: Mr. Gaydos provided a brief history of the three legal firms in LTD's history. He said he thought that Arnold Gallagher Saydack Percell Roberts and Potter, PC (Arnold Gallagher), was doing a good job but that it was valuable to review this issue occasionally.

Mr. Viggiano explained that he talked to staff members who worked most closely with attorneys at Arnold Gallagher and with attorney John Arnold, who was LTD's primary counsel from the firm, and provided a summary of those comments. Staff were pleased with the level and quality of service provided by Arnold Gallagher. The only concern was the turnover of two key attorneys. Roger Saydack had been LTD's primary counsel but was no longer an active member of the firm. Staff had reported that the transition of his role to John Arnold had gone smoothly. The second situation was seen as more of a concern, since an attorney who had become very knowledgeable about state and federal purchasing and procurement regulations had left the firm.

Mr. Gaydos noted for the record that John Arnold was a neighbor and good friend of his. He added that if certain expertise was not available with Arnold Gallagher, there were other firms, locally or elsewhere in the state, with whom LTD could work on specific types of issues.

Mr. Dubick thought that it was not necessarily in LTD's best interest to look elsewhere for legal representation unless the District was unhappy with the current firm's services and there was another firm that already was knowledgeable of transit issues.

Mr. Eyster asked on what basis legal services were evaluated. Mr. Gaydos replied that considerations were experience, hourly rates, attorneys with the expertise LTD needed, and people with whom LTD staff would be comfortable working.

MOTION Mr. Eyster moved that the HR Committee recommend to the Board that the District continue with legal services from the current firm, Arnold Gallagher Saydack Percell Roberts and
VOTE Potter, P.C., for three years. Mr. Dubick seconded, and the motion carried 3 to 0.

GENERAL MANAGER ANNUAL PERFORMANCE EVALUATION PROCESS: Ms. Adams explained the annual process for evaluating the performance of the general manager, and noted that it had some flexibility. Staff were asking whether the evaluation tool still made sense. She explained that some changes had been made to the Board-adopted form created by the American Public Transportation Association (APTA), in order to make it more concise and relevant to LTD's general manager. She recommended using the same tool in order to observe trends. She also recommended that the Board and the Leadership Council participate in the evaluation, noting that this was the year when the Board normally would ask for public agency CEOs and other community leaders to participate, but that several of those positions were filled on an acting basis.

Mr. Gaydos noted that in his experience written anonymous comments were much more candid than oral, and suggested possibly using SurveyMonkey (a Web-based survey tool) in the future. He thought that a survey had to be general and brief in order to encourage people to fill it out, and noted that using SurveyMonkey would eliminate the need to transcribe the survey information onto one form.

The committee members agreed that they would like to have the survey distributed to external contacts as well as to the Board and Leadership Council. Staff agreed to distribute a draft list of contacts for the committee members' input.

A possible timeline was proposed:

- Surveys distributed the last week of October
- November 12 deadline for returning surveys to Mr. Gaydos
- No HR Committee meeting on November 13
- All input combined onto one form
- HR Committee meeting on November 27; executive session to review combined evaluations; consider whether to recommend change in compensation
- Executive session with full Board on December 19 or January 16

ADJOURNMENT: There was no further discussion, and the meeting was adjourned at 4:25 p.m.

Recording Secretary