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

**Tuesday, September 24, 2013
4:30 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.

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|-------|--|---|
| I. | CALL TO ORDER | |
| II. | ROLL CALL | |
| III. | Towery (Chair) _____ Dubick _____ Reilly _____ | |
| IV. | EXECUTIVE SESSION PURSUANT TO ORS192.660(2)(i), to review and evaluate the employment-related performance of the general manager of LTD. | 2 |
| V. | GENERAL MANAGER GOALS AND OBJECTIVES FOR 2013-14 | 3 |
| VI. | REVIEW OF LTD SUCCESSION PLAN FOR 2013 and 2014 ADMINISTRATIVE STAFF RETIREMENTS | 4 |
| VII. | NEXT MEETING | |
| VIII. | ADJOURNMENT | |

BOARD HUMAN RESOURCES COMMITTEE AGENDA ITEM SUMMARY

DATE: September 24, 2013

ITEM TITLE: EXECUTIVE (NON-PUBLIC) SESSION PURSUANT TO ORS 192.660(2)(i)

PREPARED BY: Mary Adams, Director of Human Resources and Risk Management

ACTION REQUESTED: That the Board meet in executive session pursuant to ORS 192.660(2)(i), to review and evaluate the employment-related performance of the general manager.

ATTACHMENTS: None

PROPOSED MOTION: I move that the Board meet in Executive Session pursuant to ORS 192.660(2)(i), to review and evaluate the employment-related performance of the LTD general manager.

BOARD HUMAN RESOURCES COMMITTEE AGENDA ITEM SUMMARY

DATE OF MEETING: September 24, 2013

ITEM TITLE: GENERAL MANAGER GOALS AND OBJECTIVES FOR 2013-14

PREPARED BY: Mary Adams, Director of Human Resources and Risk Management

ACTION REQUESTED: Approval of General Manager Goals and Objectives for 2013-14

BACKGROUND: The Board Human Resources Committee is responsible for conducting the annual general manager evaluation process that takes place in the fall of each year. Part of the process is to set specific goals and objectives for the general manager that are approved by the Board of Directors. The Board was presented with a draft of the General Manager Goals and Objectives for 2013-14 at the September 9, 2013, Special Board Meeting/Executive Session. The Board Human Resources Committee will review this draft and prepare final recommendations for the October 16, 2013, regular Board Meeting.

RESULTS OF RECOMMENDED ACTION: The General Manager Goals and Objectives for 2013-14 will give the Board of Directors a clear list of expectations for the general manager to perform against and will frame the performance evaluation discussion.

ATTACHMENTS: None

PROPOSED MOTION: I move that the Board Human Resources Committee approve the General Manager Goals and Objectives for 2013-14 as presented on September 24, 2013, and forward them to the Board of Directors for adoption.

BOARD HUMAN RESOURCES COMMITTEE AGENDA ITEM SUMMARY

DATE OF MEETING: September 24, 2013

ITEM TITLE: **REVIEW OF LTD SUCCESSION PLAN FOR 2013 AND 2014
ADMINISTRATIVE STAFF RETIREMENTS**

PREPARED BY: Mary Adams, Director of Human Resources and Risk Management

ACTION REQUESTED: None

BACKGROUND: LTD will experience an unprecedented number of administrative employee retirements in 2013 and 2014. Among those are key leadership and technical roles in the organization. One of the general manager's proposed goals and objectives for 2013-14 is to "successfully address the transition resulting from eight administrative retirements what will occur" during this time.

At the September 9, 2013 Special Board Meeting/Executive Session, Board members expressed interest in the general manager's long term succession plan for replacing the skills that will be lost with these retirements. The Board's Human Resources Committee was asked to review this plan as part of its committee duties. A schedule of expected retirements and the general manager's succession plan will be presented at this meeting.

PROPOSED MOTION: None