



Public notice was given to *The Register-Guard*
for publication on May 22, 2014.

**LANE TRANSIT DISTRICT
BOARD HR COMMITTEE MEETING
Tuesday, May 27, 2014
4:30 p.m.
LTD Conference Room
3500 E. 17th Avenue, Eugene
(Off Glenwood Boulevard in Glenwood)**

A G E N D A

- I. CALL TO ORDER
- II. ROLL CALL
Towery (Chair) _____ Dubick _____ Wildish _____
- III. APPROVAL OF MINUTES
 - A. Minutes of the July 9, 2013, LTD Board Human Resources Committee Meeting
 - B. Minutes of the September 24, 2013, LTD Board Human Resources Committee Meeting
- IV. EXECUTIVE SESSION PURSUANT TO ORS192.660(2)(d), to conduct deliberations with persons designated by the governing body to carry on labor negotiations.
- V. NEXT MEETING
- VI. ADJOURNMENT

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

July 9, 2013

Pursuant to notice given to *The Register-Guard* for publication on July 5, 2013, 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 4:30 p.m. on Tuesday, July 9, 2013, in the District's conference room at 3500 E 17th Avenue, Eugene.

Present: Doris Towery, Chair
Michael Dubick
Martha Reilly
Mary Adams, Director of Human Resources and Risk Management
Ron Kilcoyne, General Manager
Jeanne Schapper, Clerk of the Board/Recording Secretary

CALL TO ORDER: Ms. Towery called the meeting to order at 4:36 p.m. and called the roll.

APPROVAL OF MINUTES: Ms. Reilly moved to approve the minutes as written. The minutes consisted of minutes of the April 16 Board Human Resources Committee meeting. Mr. Dubick provided the second.

VOTE The motion was approved as follows:
AYES: Towery, Dubick, Reilly (3)
NAYS: None

EXECUTIVE SESSION PURSUANT TO ORS 192.660(2)(i)

MOTION It was moved by Ms. Towery and seconded by Mr. Dubick 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 of LTD.

VOTE The motion was approved as follows:
AYES: Towery, Dubick, Reilly (3)
NAYS: None

The Board entered Executive Session at 4:38 p.m.

RETURN TO REGULAR SESSION: The Board returned to regular session at 5:49 p.m.

NEXT MEETING: The next meeting is tentatively scheduled to be held on September 24, 2013.

ADJOURNMENT: There was no further discussion, and the meeting was adjourned at 5:54 p.m.

Recording Secretary

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

September 24, 2013

Pursuant to notice given to *The Register-Guard* for publication on September 22, 2013, 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 4:30 p.m. on Tuesday, September 24, 2013, in the District's conference room at 3500 E 17th Avenue, Eugene.

Present: Doris Towery, Chair
Michael Dubick
Martha Reilly
Mary Adams, Director of Human Resources and Risk Management
Ron Kilcoyne, General Manager
Jeanne Schapper, Clerk of the Board/Recording Secretary

CALL TO ORDER: Ms. Towery called the meeting to order at 4:35 p.m. and called the roll.

EXECUTIVE SESSION PURSUANT TO ORS 192.660(2)(i)

MOTION It was moved by Ms. Towery and seconded by Mr. Dubick 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 of LTD.

VOTE The motion was approved as follows:
AYES: Towery, Dubick, Reilly (3)
NAYS: None

The Board entered Executive Session at 4:36 p.m.

RETURN TO REGULAR SESSION: The Board returned to regular session at 5:11 p.m.

GENERAL MANAGER GOALS AND OBJECTIVES FOR 2013-14:

Mr. Kilcoyne distributed a draft of his goals and objectives for fiscal year 2014. Four personal goals were listed, including working with a coach to build personal skills, sustaining good relations with staff, keeping Board members continuously informed, and continuing community outreach activities. He suggested including a fifth, which would be completing performance reviews on time.

Ms. Towery commented that this fifth item should be included. She voiced concern that based on a prior conversation between she and Mr. Kilcoyne, specific details they discussed are not included in the draft. Mr. Kilcoyne explained that the document he handed out was completed prior to their conversation. Ms. Adams added that there was discussion on adding more detail on No. 5 under Agency Goals regarding focusing internally. Mr. Kilcoyne responded that he did

not view an internal focus mandate as a goal. Ms. Towery agreed and stated that an internal focus is an objective to attain many of the goals listed. Mr. Kilcoyne suggested that completing performance evaluations be listed as a personal goal, since it is something that he personally has to complete. Both Ms. Adams and Ms. Towery responded that performance reviews are an agency-related activity and should be included under agency goals. Members agreed that this additional item should be added under Agency Goal No. 5.

Ms. Reilly commented that the wording of Goal No. 5 should be more specific. She suggested that the term "successfully addressing" is inadequate to the task, and recommended the goal be worded with more detail. Ms. Towery suggested that using the SMART (specific, measurable, attainable, realistic, and time-based) approach would result in a more comprehensive statement. Ms. Adams stated that she would reword the goal, and the resulting document with other recommended edits would be taken to the Board for approval at the October meeting.

MOTION It was moved by Ms. Reilly and seconded by Mr. Dubick that the Board Human Resources Committee approve the expanded and amended General Manager Goals and Objectives for 2013-14 as presented on September 24, 2013, and forward them to the Board of Directors for adoption.

VOTE The motion was approved as follows:
AYES: Towery, Dubick, Reilly (3)
NAYS: None

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

Mr. Kilcoyne distributed a document outlining his plan for administrative employee succession in FY 2013-14.

Ms. Reilly suggested the Committee discuss the plan in order of most pressing need, and asked whether a plan is in place for the upcoming Marketing Representative and Service Planning Manager retirements in October. Mr. Kilcoyne reported that the Service Planning Manager position had been filled at a non-manager level, and the Marketing Representative position was open for the internal LEAP program. He explained that LEAP is an LTD process for current employees to experience a position in advance of the opening to determine if they have interest and the qualifications to apply for the job. The Marketing Representative is currently open to internal and external applicants.

Mr. Kilcoyne explained that the next critical replacement, for the Database Administrator/ Software Engineer, had also been hired in August even though the current employee will not retire until April. The position requires months of training due to the complexity of the position.

Ms. Reilly pointed out that a number of key Finance staff are retiring. Mr. Kilcoyne replied that he was in the process of collecting information from staff and other agencies for the best way to proceed. He explained that he is in the process of developing recommendations for replacements and a possible reorganization. He expects to have specifics available within a couple of weeks. Ms. Towery asked whether the plan will be presented to the Board for review, since a significant shift would affect the District given the nature of the positions. Mr. Dubick agreed that this plan needs to be an information item for the full Board to consider.

The next position discussed was the Director of Fleet Maintenance. Mr. Kilcoyne's plan, modeled on numerous other transit districts, is to combine the department with Operations and have one director for both. Mr. Johnson, the current Director of Operations, will be moved into this position. He explained that the combination will help the departments communicate and ultimately improve customer retention.

The Committee requested that an information item with Mr. Kilcoyne's specific plans for key staff retirements be included in the October Board Packet.

ADJOURNMENT: There was no further discussion, and the meeting was adjourned at 5:37 p.m.

Recording Secretary

AGENDA ITEM SUMMARY

DATE OF MEETING: May 27, 2014

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

PREPARED BY: Mary Adams, Director of Administrative Services and designee for labor negotiations

ACTION REQUESTED: That the Board meet in Executive Session pursuant to ORS 192.660(2)(d), to conduct deliberations with persons designated by the governing body to carry on labor negotiations. Members of the District's negotiating team will be present for this discussion.

ATTACHMENTS: None

PROPOSED MOTION: I move that the Board meet in Executive Session pursuant to ORS 192.660(2)(d), to conduct deliberations with persons designated by the governing body to carry on labor negotiations.