



**Lane Transit District**

Public notice was given to *The Register-Guard*  
for publication on October 23, 2014.

**LANE TRANSIT DISTRICT  
BOARD HUMAN RELATIONS COMMITTEE MEETING**

**Tuesday, October 28, 2014**

**4:30 p.m.**

**LTD Conference Room  
3500 E. 17<sup>th</sup> Avenue, Eugene  
(Off Glenwood Boulevard in Glenwood)**

**A G E N D A**

- I. CALL TO ORDER
- II. ROLL CALL  
Dubick (Chair) \_\_\_\_\_ Wildish \_\_\_\_\_ Grossman \_\_\_\_\_
- III. APPROVAL OF MINUTES
  - Minutes of the September 9, 2014, LTD Board Human Relations Committee Meeting
- IV. EXECUTIVE SESSION PURSUANT TO ORS 192.660 (2)(i), to review and evaluate the employment-related performance of the LTD general manager.
- V. NEXT MEETING
- VI. ADJOURNMENT

**MINUTES OF HUMAN RELATIONS COMMITTEE MEETING  
LANE TRANSIT DISTRICT BOARD OF DIRECTORS**

**September 9, 2014**

Pursuant to notice given to *The Register-Guard* for publication on September 7, 2014, and distributed to persons on the mailing list of the District, a meeting of the Lane Transit District Board of Directors Human Relations (HR) Committee was held at 4:30 p.m. on Tuesday, September 9, 2014, in the District's conference room at 3500 E 17<sup>th</sup> Avenue, Eugene.

Present: Michael Dubick, Chair  
Gary Wildish, Board Member  
Mary Adams, Director of Administrative Services  
Ron Kilcoyne, General Manager  
David Collier, Human Relations Manager  
Jeanne Schapper, Clerk of the Board/Executive Office Manager  
Mackenzie Cowan, Human Relations Administrative Secretary

Absent: Julie Grossman, Board Member

**CALL TO ORDER:** Mr. Dubick called the meeting to order at 4:32 p.m. and called the roll.

**APPROVAL OF MINUTES:** Mr. Wildish moved approval of the minutes as written. The minutes consisted of the minutes of the May 27, 2014, LTD Board Human Resources Committee meeting. Mr. Dubick provided the second.

VOTE The motion was approved as follows:

AYES: Dubick, Wildish (2)  
NAYS: None  
ABSENT: Grossman

**GENERAL MANAGER EVALUATION PROCESS:** Ms. Adams began the discussion by providing background on past general manager evaluations. She stated that, with two new Board members on the Committee, she would explain each evaluation tool that was provided in the meeting packet. She said that the goal for the meeting was to decide which tools should be used in the evaluation and how to proceed with the evaluation.

Ms. Adams identified the first evaluation tool in the packet, which was a survey given to Board members. She next presented the second evaluation tool, which was a staff survey that would give employees the opportunity to provide feedback to the general manager. The survey would be sent to all LTD employees.

Ms. Adams proceeded to explain the third evaluation tool, which was a community leader survey. Ms. Adams stated that in the past, a full survey, similar to the Board member survey, had been sent out to several community leaders; since then, the survey had been reduced to six questions

that would be administered to community leaders by Board members in order to maximize the efficacy of the response. The Committee reviewed a list of potential community leaders to interview.

Ms. Adams presented the next evaluation tool, which was the General Manager 360. The General Manager 360 was compiled by the same firm that conducted the general manager recruiting process and consisted of feedback from the Board of Directors, the staff members who directly report to the general manager, and community leaders.

Mr. Wildish asked if the General Manager 360 correlated with the other evaluation tools. Ms. Adams responded that the General Manager 360 was conducted at a different time than the other tools. Mr. Kilcoyne clarified that the other evaluation tools were used to conduct the evaluation in the summer of 2012, while the 360 was conducted in early 2013. Ms. Adams said that the General Manager 360 was a follow-up to the other evaluation tools in terms of sequence.

Ms. Adams stated that during the last general manager evaluation, Mr. Kilcoyne created a list of goals and objectives for himself that he presented to the Board. The Board adopted the list on October 16, 2014, causing the goals and objectives to become the criteria by which the general manager's performance would be measured during the next evaluation period.

Ms. Adams explained that the evaluation is a process that takes several months because participants must be given time to respond to survey questions. She said that the general manager's goals and objectives are based in large part on feedback from the evaluation process. The general manager will present his goals and objectives to the HR Committee at its next meeting. The Committee will then present the goals and objectives to the full LTD Board for adoption.

Mr. Dubick stated that portions of the additional questionnaire had previously received responses from Board members that may not have provided valuable feedback because the members did not have the direct knowledge required to sufficiently answer the question. Mr. Dubick proposed eliminating three sections of the Board member survey due to lack of direct knowledge.

Mr. Wildish stated that he felt those sections were important. Mr. Kilcoyne responded that the Committee would receive information concerning those sections from interviewing staff members.

Mr. Dubick stated his opinion that the staff survey would provide valuable information; Mr. Wildish concurred.

Mr. Kilcoyne said that he would prepare a response to his goals and objectives to be discussed at the next HR Committee meeting. Mr. Dubick stated that consistent feedback was important for assisting Mr. Kilcoyne in creating his goals and objectives. Mr. Wildish said that the goals and objectives were a positive factor that could aid in learning.

Mr. Wildish stated his belief that the evaluation may present a challenge to the Board as there were many new Board members who were still in the process of learning about the organization. Mr. Dubick said that a more structured educational process may be necessary due to the fact that

LTD is a large organization. He suggested that a Board retreat may be helpful. Mr. Wildish agreed that a retreat would be valuable.

Ms. Adams asked what decisions the Committee would like to make in regards to finalizing the evaluation tools. The Committee discussed whether or not the General Manager 360 would be redundant when added with the other evaluation tools and decided that the 360 was unnecessary.

The Committee then discussed assigning Board members to interview community leaders. Mr. Wildish stated his opinion that it was important to interview community leaders either face-to-face or by telephone. The Committee discussed the community leaders and made assignments.

Mr. Collier asked if a survey would be taken by employees. Ms. Adams responded that a survey would be sent out and had previously been sent to employees both electronically and in hard-copy.

Mr. Dubick asked if the evaluation would be discussed at the November Board meeting. Ms. Adams answered that it would and would be discussed in executive session. She said that the evaluation is often conducted in two steps: 1) the Board would review the evaluation feedback, and Mr. Kilcoyne would propose goals and objectives; and 2) at the next meeting, the Board would adopt the goals and objectives with any modifications that had been made after taking evaluation feedback into consideration.

The Committee set the date for holding the full Board discussion on November 10 at the LTD Board of Directors work session.

Mr. Kilcoyne proposed that the Committee discuss the time period in which the general manager evaluation process should happen in the future: if it should be held at the end of the fiscal year or at a different time. The Committee decided to discuss this with the full Board at a later date.

**NEXT MEETING:** Ms. Adams proposed that evaluation materials be handed out at the September 17 Board meeting. The next HR Committee meeting was scheduled for October 28. This would allow for compiling all materials for presentation to the Committee. The Committee would then make its recommendation to the full Board in November.

**ADJOURNMENT:** There was no further discussion, and the meeting was adjourned at 5:55 p.m.

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Recording Secretary

## BOARD HUMAN RELATIONS COMMITTEE AGENDA ITEM SUMMARY

**DATE OF MEETING:** October 28, 2014

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

**PREPARED BY:** Mary Adams, Director of Administrative Services

**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 LTD general manager.

**ATTACHMENT:** 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.

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