



Public notice was given to *The Register-Guard*
for publication on May 1, 2018.

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

Tuesday, May 8, 2018

5:30 p.m.

LTD Board Room

3500 E. 17th Avenue, Eugene (in Glenwood)

Public testimony will not be heard at this meeting.

A G E N D A

- | <u>Time</u> | |
|-------------|---|
| 5:30 p.m. | I. CALL TO ORDER |
| | II. ROLL CALL |
| | <input type="checkbox"/> Wick <input type="checkbox"/> Wildish <input type="checkbox"/> Yeh (chair) |
| 5:35 p.m. | III. APPROVAL OF MINUTES |
| | • Minutes of the April 10, 2018, Board Human Relations Committee Meeting |
| 5:40 p.m. | IV. GENERAL MANAGER 2018 CONTRACT RENEWAL DISCUSSION |
| 6:30 p.m. | V. ADJOURNMENT |

The facility used for this meeting is wheelchair accessible. If you require any special physical or language accommodations, including alternative formats of printed materials, please contact LTD's Administration office as far in advance of the meeting as possible and no later than 48 hours prior to the meeting. To request these arrangements, please call 682-5555 (voice) or 7-1-1 (TTY, through Oregon Relay, for persons with hearing impairments).

MINUTES OF HUMAN RESOURCES COMMITTEE MEETING

LANE TRANSIT DISTRICT

Tuesday, April 10, 2018

Pursuant to notice given to *The Register-Guard* for publication on April 6, 2018, and distributed to persons on the mailing list of the District, the Human Resources Committee of the Lane Transit District held a meeting on Tuesday, April 10, 2018, beginning at 5:30 p.m., at the LTD Board Room, 3500 E. 17th Avenue, Eugene, Oregon.

Present: Carl Yeh, Chair
April Wick
Gary Wildish
Aurora Jackson, General Manager
Camille Gandolfi, Clerk of the Board
Dwight Purdy, General Counsel
Assistant General Manager Service Delivery Mark Johnson
Director of Human Resources David Collier
Sheila Crawford, Executive Assistant
Lynn Taylor, Minutes Recorder

CALL TO ORDER/ROLL CALL — Mr. Yeh convened the meeting of the Human Resources (HR) Committee and called the roll.

MOTION APPROVAL OF MEETING MINUTES — Ms. Wick moved to approve the minutes of the Human Resources Committee meetings on March 9 and March 19, 2018. Mr. Wildish provided the second.

VOTE The motion passed as follows:
AYES: Wick, Wildish, Yeh (3)
NAYS: None
ABSTENTIONS: None
EXCUSED: None

DISCUSSION REGARDING 2018 GENERAL MANAGER CONTRACT RENEWAL — Mr. Purdy said the topics the committee had identified for discussion at this meeting included finalize a list of questions based on the approved goals, consider the list of community partners to be contacted, revisit the timing of the evaluation and discuss compensation (salary and benefits).

Ms. Gandolfi said she had emailed a list of community stakeholders. She noted that Ms. Jackson had suggested including individuals who served on LTD primary committees such as the Strategic Planning Committee (SPC), Budget Committee (BC) and Accessible Transportation Committee (ATC).

Ms. Wick liked the idea of having a good cross section of members of the primary committees who were familiar with LTD's operations and the role of the general manager.

Mr. Yeh said during the last evaluation the process of contacting stakeholders was somewhat haphazard and based on who Board members knew in the community. He hoped to see a consistent list that would be used from year to year.

Mr. Wildish and Ms. Wick agreed. Ms. Wick supported developing a methodology for selecting stakeholder categories.

Ms. Gandolfi noted that during the last evaluation process the response rate from stakeholders was very low and only a few of those responses were useful for purposes of the evaluation. She said there had been a suggestion that the next list be based on specific positions rather than persons.

Mr. Wildish observed that not all Board members followed through with stakeholder contacts. He liked the idea of identifying a position instead of a specific person. He said not all those on the previous contact list, such as some elected officials, had an interest in or were aware of LTD's activities.

Ms. Jackson suggested that if an elected official preferred, he or she could designate a representative from that jurisdiction who was familiar with transportation planning to respond to the questions.

Mr. Yeh said there were currently 21 stakeholder contacts on the list. He did see any that he would want to eliminate and the burden would be on the Board to assure those contacts were made. Each Board member would be responsible for contacting three stakeholders on the list.

Ms. Wick and Mr. Wildish concurred with Mr. Yeh.

Ms. Jackson suggested that the evaluation questionnaire could be sent to each stakeholder well in advance and the Board would be responsible for contacting those who did not respond or whose response warranted a follow-up discussion.

Mr. Wildish felt that a face-to-face conversation was very valuable and helpful.

Mr. Yeh asked Ms. Jackson if she had any suggestions for the stakeholder list to assure the Board's efforts produced the most relevant information. Ms. Jackson commented that a stakeholder such as the Eugene Water & Electric Board might be appropriately on the list during the construction of a joint project such as EmX West, but at other times not directly involved with LTD operations. She felt that the University of Oregon Athletics Department was an appropriate contact for determining that LTD's decisions fully reflected the Board's direction. She said responses from school district could be hit or miss depending on how involved they were with LTD from year-to-year.

Ms. Wick hoped to also capture a cross-section of the community from the perspective of under-represented populations and grass roots initiatives.

Ms. Jackson said she participated as a board member for Travel Lane County, Cornerstone Community Housing and would soon join the United Way board.

Mr. Yeh preferred to keep school districts on the list because of LTD's plan to develop a new student pass program. He said the list should be reflective of LTD's needs and activities each year. He asked committee members to come to the next meeting with their ideal lists of stakeholders from which a final list could be compiled.

Mr. Purdy said the evaluation was currently conducted in December, which was a difficult time to reach people. He suggested either scheduling it earlier in October/November or later in January/February. He said the committee had decided that the general manager's new contract would begin February 1, 2019, and the evaluation would be completed by the Board's January 2019.

Mr. Yeh determined there was consensus to commence the evaluation process in October so that the results could be presented to the Board at its November 2018 meeting.

Committee members reviewed the eight community survey questions.

Mr. Wildish noted that the questions were designed to elicit information about the general manager, not LTD's operations.

Ms. Wick said the questions should relate to the specific goals established for the general manager.

Mr. Wildish agreed, but said there were some internal goals that would not be relevant to stakeholders. He was stakeholders were not comfortable with the terms "strengths" and "weaknesses" in questions No. 7 and 8, but did offer suggestions and ideas on areas that could be improved, as well as pointing out things that were being done well.

Ms. Wick said that more open-ended questions would encourage more creative and thoughtful responses.

Mr. Yeh suggested eliminating question No. 2, as responses to questions Nos. 3 and 5 would provided that information. Mr. Wildish and Ms. Wick concurred.

Ms. Gandolfi asked if the committee wanted to include a question related to American Bus Benchmarking Group goals.

Committee members felt the technical nature of that goal would not be relevant to stakeholders and the primary focus of the questions would be on building community relations.

Mr. Wildish said the Board's evaluation of the general manager relative to the established goals was the significant portion of the evaluation; the community survey provided the Board with valuable information and provided member with an opportunity to go out into the community and talk to stakeholders.

Mr. Yeh suggested eliminating question No. 6 and the "improving/worse/same" rating for each question. He said stakeholders often did not respond or were confused and he had not found those scores helpful.

Mr. Wildish agreed that stakeholders would not have knowledge of mass transit resources and it was appropriate to eliminate question No. 6, as well as the rating for each question. He suggested combining questions Nos. 7 and 8 into an open-ended question that allowed stakeholders to provide their perspectives, feedback and suggestions instead of discussing strengths and weaknesses.

Mr. Yeh and Ms. Wick concurred with Mr. Wildish's suggestion.

Mr. Yeh determined there was consensus to remove questions Nos. 2 and 6 and combine Nos. 7 and 8 into a single open-ended question that invited feedback and suggestions.

Mr. Purdy said Ms. Jackson did not necessarily want an increase in compensation to be entirely in salary; a portion could be in retirement or deferred compensation. He said options could include a monthly contribution to a tax sheltered annuity and annual increases to the percentage of compensation toward a retirement plan. He said if the committee identified an amount legal counsel would research options for implementation.

Mr. Wildish noted there was a limit to the amount that could be put into a defined contribution retirement plan.

Mr. Collier said the spreadsheet provided at an earlier meeting provided details of compensation for general managers of different transit agencies and other organizations.

Mr. Yeh expressed concern with a different retirement plan for the general manager. He asked if it was the industry standard for the general manager to have the same benefits as agency employees. Mr. Collier indicated it was not uncommon to have different benefits as the general manager negotiated his or her contract with the Board.

Committee members agreed that they needed more information before having an in depth discussion of the general manager's compensation package. Topics for discussion at the next meeting could include:

- additional funds contributed to a retirement plan
- a contract period longer than three years
- IRA limitations

Mr. Yeh indicated he would like to bring the LTD general manager compensation package up to that of the Salem-Keizer transit district general manager.

ADJOURNMENT

Mr. Yeh adjourned the meeting at 6:35 p.m.