

# MINUTES OF HUMAN RESOURCES COMMITTEE MEETING

## LANE TRANSIT DISTRICT

Wednesday, July 31, 2019

Pursuant to notice given to *The Register-Guard* for publication on July 5, 2019, and distributed to persons on the mailing list of the District, the Human Resources Committee of the Lane Transit District held a meeting on Wednesday, July 31, 2019, beginning at 9:00 a.m., at the Next Stop Center, 1099 Olive Street, Eugene, Oregon.

Present: Carl Yeh, Chair  
Caitlin Vargas  
Steven Yett  
General Manager Aurora Jackson  
Camille Gandolfi, Clerk of the Board  
Kristin Denmark, General Counsel  
Director of Human Resources David Collier  
Assistant General Manager Service Delivery Mark Johnson  
Lynn Taylor, Minutes Recorder

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

**COMMENTS FROM THE CHAIR** — None.

**MOTION APPROVAL OF MINUTES** — Ms. Vargas moved to approve the July 12, 2019, Human Resources Committee minutes as submitted. Mr. Yett provided the second.

**VOTE** The motion was approved as follows:  
AYES: Vargas, Yeh, Yett (3)  
NAYS: None  
ABSTENTIONS: None  
EXCUSED: None

**MOTION EXECUTIVE SESSION PURSUANT TO ORS 192.660(2)(I), to review and evaluate the employ-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing** — Ms. Vargas moved that the Committee move into executive (non-public) session pursuant to ORS 192.660(2)(i), to review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing. Mr. Yeh provided the second.

**VOTE** The motion was approved as follows:  
AYES: Vargas, Yeh, Yett (3)  
NAYS: None  
ABSTENTIONS: None  
EXCUSED: None

The committee entered executive session at 9:04 a.m. and resumed its regular session at 9:40 a.m.

**GENERAL MANAGER FISCAL YEAR 2019 ANNUAL REVIEW** — Mr. Yeh said the committee had concluded its evaluation of the general manager and was prepared to discuss the compensation package. He asked about the current salary, plus mandatory three percent increase.

Ms. Denmark said the general manager's salary had increased on July 1, 2019, from \$157,000 to \$161,700 and any additional percentage increase the committee might recommend would be calculated on \$157,000.

Mr. Yeh said the favorable review the committee would present to the Board justified some merit increase.

Ms. Vargas concurred that an increase was appropriate based on the favorable evaluation.

Mr. Yett was not in favor of any increase beyond the mandatory three percent. He was not comfortable with awarding the general manager a bonus when other employees had not received a raise in pay.

Ms. Vargas asked about past salary increases for the general manager. Mr. Collier said last year the general manager did not receive any salary increase. Her beginning salary was \$153,000 and she received a \$2,000 increase at about the six month mark on July 1, 2016 and received another \$2,000 increase after 12 months, bringing her salary to \$157,000. Ms. Denmark said in lieu of a pay raise at the end of the second year, Ms. Jackson received additional leave time.

Mr. Collier said last year all LTD staff at grades 14 and under received a two percent bridge payment. Human Resources had conducted a compensation study to determine if the District's salary grades warranted an increase in the grades. He said instead of the traditional COLA there would be a determination of whether the grade deserved to be increased. At an employee's next evaluation they would have an opportunity to receive that increase if they were capped; if not capped, the employee could just continue to move up in the salary range.

Mr. Collier said his understanding of the previous Human Resource Committee's action was the intent to make the general manager's position competitive with other transit agencies, specifically the Salem-Keizer agency. He said Salem-Keizer was a smaller property and the LTD general manager's compensation package was still lower.

Ms. Jackson explained that the only item removed from LTD employees' compensation was the automatic COLA; most administrative employees had been reclassified or received some type of increase within the last two years. She said some of the senior management positions had not received increases and she was talking with Human Resource and senior staff about looking at how to make those positions competitive when recruiting new personnel or bringing current employees up through the ranks. She said the old model of automatic COLAs each year was unsustainable. She noted that union employees had increases built into their contract.

Mr. Johnson said that in addition to eliminating COLAs, the discussion also addressed what to do when an employee reached the top of their salary range and how to tie an increase to actual work performance. He said efforts would be made to help employees understand the full value of their benefits package. Ms. Jackson added that a group had formed to look at restructuring

administrative classifications to make them more reflective of the contribution of those positions to the District. Affected employees would have direct input during the process.

Mr. Collier said the Salem-Keizer general manager received a salary of \$173,090 for Fiscal Year 2019-2020, with a total compensation package of \$224,324. The LTD general manager at a salary of \$161,700 would have a total compensation package of \$200,187.

Mr. Yett requested that the spreadsheet comparing the salary and compensation package of other general managers and executives be sent to all Board members.

Mr. Yeh suggested an additional increase of four percent, for a total increase of seven percent. He felt that could be justified to the Board.

Ms. Vargas indicated surprise at how low the LTD general manager's pay was. She recommended an additional increase of 3.5 percent based on the evaluation.

MOTION Ms. Vargas moved to recommend to the LTD Board of Directors that the general manager receive a 3.5 percent salary increase based on the performance evaluation. Mr. Yeh provided the second.

VOTE The motion passed as follows:  
AYES: Vargas, Yeh (2)  
NAYS: Yett (1)  
ABSTENTIONS: None  
EXCUSED: None

Mr. Yett thanked committee members and staff for their efforts during the evaluation process.

## **ADJOURNMENT**

Mr. Yeh adjourned the meeting at 10:00 a.m.