

MINUTES OF HUMAN RELATIONS COMMITTEE MEETING

LANE TRANSIT DISTRICT BOARD OF DIRECTORS

August 24, 2015

Pursuant to notice given to *The Register-Guard* for publication on August 22, 2015, and distributed to persons on the mailing list of the District, a meeting of the Lane Transit District Board of Directors Human Relations Committee was held at 3:00 p.m. on Monday, August 24, 2015, in the District's conference room at 3500 E 17th Avenue, Eugene.

Present: Gary Gillespie, Chair
Julie Grossman
Gary Wildish
Roland Hoskins, Director of Administrative Services
David Collier, Human Relations Manager
Jeanne Schapper, Clerk of the Board
Edward McGlone, Government Relations Manager
Mackenzie Cowan, Human Relations Secretary/Recording Secretary
Al Schlimm, KL2 Connects

CALL TO ORDER/ROLL CALL: Mr. Gillespie called the meeting to order at 3:20 p.m. and called the roll; Ms. Grossman also was present, with Mr. Wildish joining the meeting by conference telephone.

APPROVAL OF MINUTES: Ms. Grossman moved approval of the May 04, 2015, and May 18, 2015, minutes; Mr. Wildish provided the second.

VOTE The motion was approved as follows:
AYES: Gillespie, Wildish, Grossman (3)
NAYS: None

GENERAL MANAGER SELECTION PROCESS: NEXT STEPS: Mr. Hoskins stated that the objective of the meeting was to learn more about the interview panels for the general manager interviews. There will be three different panels from the community: community leaders, business leaders, and a special interest panel. The employee panels will consist of ATU and Employee Council representatives and a separate panel for staff who report directly to the general manager position. A meet and greet would take place after the panels have concluded their interviews. The next day would be reserved for interviews with the Board of Directors.

Mr. Schlimm presented the schedule of the final general manager interviews to the Committee. Interviews with the employee and community member panels would occur on Tuesday, September 29. As Mr. Hoskins had indicated, the interviews would be followed by a meet and greet with the general public; the meet and greet would be located in the LTD Board Room. Mr. Schlimm said that Ms. Kupersmith suggested that Mr. Wildish introduce the three finalists and ask each one to give a two- or three-minute self-introduction. After the introductions, the meet and greet would operate under an informal program where those in attendance could mingle and be able to speak to candidates. Light snacks and soft drinks would be available at the meet and greet. Mr. Gillespie asked if the Board Room would be large enough to accommodate everyone in attendance. Mr. Collier responded that if the weather permitted, people also would be able to use the courtyard.

Mr. Schlimm stated that interviews with the Board of Directors would occur on Wednesday, September 30, in executive session. KL2 Connects provided potential interview questions to the Board members, with a request for Board members to cull down to a practical number. Mr. Schlimm said that offering a short tour of Lane Transit District's facilities is another option to consider providing for candidates during the interview process.

Mr. Collier stated that it would be possible for the candidates to tour together on Wednesday, September 30, before beginning interviews with the Board of Directors. It would be possible for candidates to tour individually during the day; while one candidate is interviewing with the Board, the others could be on a tour.

Mr. Schlimm asked if the Board would pay for spouses to accompany candidates to Eugene for their interviews as well as an extra travel day. This would allow candidates to not only have an opportunity to explore the area with their spouses, but to be able to travel directly to the APTA Conference from the interviews. The Committee approved providing support for spouses to accompany candidates and an extra travel day.

Mr. Schlimm began a conversation regarding compensation. Mr. Collier said that the new general manager would be in a defined contribution retirement plan, while the current general manager is in a defined benefit plan.

Mr. Gillespie asked if Mr. Kilcoyne received a cost of living adjustment (COLA) within the last year. Mr. Wildish stated that Mr. Kilcoyne's last COLA took place in 2013 and increased his salary by 2 percent. Mr. Hoskins said that both administration and union employees received a 2.5 percent COLA in 2015.

Ms. Grossman asked what KL2 Connects had been saying to candidates regarding compensation. Mr. Schlimm responded that they had been telling candidates that the salary would be around \$150,000. KL2 tells each candidate during the screening process that compensation is tied to many factors, such as size of transit system, complexity of the system, cost of living, region, and attractiveness of the system. He said that some candidates are certainly willing to talk in this range, a couple were reluctant, and one or two weren't interested in talking about it at all. LTD is a great property in a gorgeous part of the country and a lot of people are interested in moving to this location. All of those factors weigh in to how people feel about the compensation range. Mr. Schlimm said that there are quality candidates interested, that he believes that the compensation is in the ballpark of where it needs to be, and that the candidates will most likely do their best to negotiate it.

He stated that it would be beneficial for the Committee to decide on the upper limit of the base salary. He said that although KL2 Connects has been discussing \$150,000 with candidates, the Committee should expect candidates to attempt to negotiate several thousand above that. He believes that the Board will most likely have to settle for a little above the base salary of \$150,000 and then discuss trade-offs with the chosen candidate. He said that typically people want to start high in negotiations and meet in the middle.

Mr. Gillespie noted that LTD's general manager salary is comparable to the salaries of other transit systems, but it is not comparable with other local jurisdictions, which tend to be higher.

The Committee agreed that \$150,000 was the starting point for the salary. Ms. Grossman said that she'd prefer to be conservative with a salary; with the increase in the payroll tax, she believes that hiring a general manager for more than the community expects would not be advantageous. She stated that she would hesitate to agree to much more than \$155,000. Mr. Schlimm said that setting an upper limit doesn't mean that the Board will offer that as the salary; the objective is to not hit that upper limit. If the upper limit were \$160,000, the Board would do everything they could to not get above \$155,000. If the negotiations are getting above \$155,000, the Board can start looking at negotiating other aspects of the compensation package besides salary.

Mr. Hoskins stated that the car allowance should be added in when calculating the general manager salary, since that is a monetary allowance that the general manager receives. The Board also would be able to negotiate the amount of Consolidated Annual Leave that the new general manager would have to use upon beginning the position. He advised against negotiating retirement as it is confusing and difficult. He stated that he believed that the compensation package was competitive.

Ms. Grossman said that she believed that the Board should begin at \$150,000 in negotiations, and try to hold \$155,000 and get creative with other portions of the compensation package. If the Board had to increase the salary a little that would be acceptable, though she would prefer to avoid \$160,000. Mr. Hoskins said also to consider that if the general manager position had received a COLA this year as the staff had, it would have raised the salary by approximately \$3,500.

The Committee discussed potential locations for the Meet and Greet that will be held on September 29, the first day of general manager interviews. The Committee discussed the Eugene Public Library, SPROUT!, and the downtown Lane Community College building as potential locations, but ultimately decided to hold the meet-and-greet in LTD's Board Room in Glenwood.

In response to a question regarding feedback at the Meet and Greet, Mr. Schlimm said that an information collecting method had not been discussed. The Meet and Greet is intended to be a casual, qualitative experience. With the possibility of a large number of people attending the Meet and Greet, it could be a challenge for a person to have a substantial amount of time to speak to the candidates. Mr. Wildish said that the Meet and Greet would allow the Board to observe candidates' conduct and demeanor in an unfamiliar atmosphere.

The Committee discussed options for advertising the Meet and Greet. Mr. Hoskins suggested that Ms. Cowan send an invitation directly to all the participants from the June 20 meeting, which sought to determine the desired traits and characteristics in the next general manager. He said that an invitation could be extended to all individuals who had been involved in the recruitment process. Ms. Grossman stated that an invitation should be extended to all individuals who participate on LTD committees as well.

Mr. Collier began a discussion regarding who would participate in the community member panels during the general manager interviews. He stated that each panel would be composed of six to eight people. Mr. McGlone said that the panels should have representation from Springfield, Cottage Grove, and Junction City, as well as Eugene. He also recommended asking Congressman DeFazio's office to sit in, and also including representation from the District's diverse rider population. He also suggested inviting representatives from both the Eugene and Springfield chambers of commerce. Mr. Collier stated that it might be beneficial to invite the

president of the Associated Students of the University of Oregon. In response to a question, Mr. Hoskins said that in addition to the three community member panels, there would be two employee panels.

Mr. Schlimm said that the panelists will receive instructions briefly describing the process and questions to ask the candidates. Space also will be provided for the panelists to take notes, with instructions to be as clear and concise as possible. He said that it may be possible that a small survey would be attached to the questions as well. After the interviews Ms. Kupersmith will synthesize the information and report back to the Board.

Mr. Hoskins asked if Ms. Kupersmith would debrief the panels after the interviews. Mr. Schlimm responded that Ms. Kupersmith might not have time to do a detailed debriefing but may attempt to connect with panels at the beginning and end of each interview session.

The Committee decided to send organizations invitations that ask city officials to either attend the interviews, or to send a person in their place if they are unable to attend. The Committee will divide the desired participants among themselves and call to inquire about their availability to attend the community invite panels.

GENERAL MANAGER VOLUNTARY RETIREMENT AGREEMENT: Mr. Hoskins suggested extending Mr. Kilcoyne's contract through October. He said that the Board would have more knowledge after the interviews are finished and that the Board Human Relations Committee could meet at that time and reexamine the departure date.

Ms. Grossman moved approval of the recommendation to the full Board of Directors that they ask Mr. Kilcoyne to extend his role as general manager through the end of October 2015. Mr. Wildish provided the second.

VOTE The motion was approved as follows:
AYES: Gillespie, Wildish, Grossman (3)
NAYS: None

NEXT MEETING: The Committee will meet either on September 14 or September 21 before the interview process begins. The regularly scheduled meeting also will move from the second Tuesday to the second Monday of each month.

ADJOURNMENT: The meeting was adjourned at 5:06 p.m.

Recording Secretary