

MINUTES OF HUMAN RELATIONS COMMITTEE MEETING

LANE TRANSIT DISTRICT BOARD OF DIRECTORS

February 29, 2016

Pursuant to notice given to *The Register-Guard* for publication on February 25, 2016, 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 5:00 p.m. on Monday, February 29, 2016, in the District's Board 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
Mackenzie Cowan, Human Relations Secretary/Recording Secretary
Dwight Purdy, Thorp, Purdy, Jewett, Urness & Wilkinson P.C.

CALL TO ORDER/ROLL CALL: Mr. Gillespie called the meeting to order at 5:02 p.m. and called the roll.

APPROVAL OF MINUTES: Ms. Grossman moved approval of the August 24, 2015, minutes; Mr. Wildish provided the second.

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

Mr. Wildish moved approval of the September 14, 2015, minutes; Ms. Grossman provided the second.

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

GENERAL MANAGER EVALUATION PROCESS: Mr. Purdy reviewed Ms. Jackson's contract, stating that at around six months (May 30), the Board would conduct a performance review; and if she received a favorable review, she would receive a \$2,000 per year salary increase. If no review is conducted by July 30, then it is deemed a favorable review and she automatically receives the increase. There also is a one-year review that results in a \$2,000 per year increase upon a favorable review. Thereafter, Ms. Jackson will receive an annual performance review.

Mr. Purdy referred to the KL2 Connects General Manager brochure in the Committee packet that references the desired characteristics in the next general manager. He said that the list is a good starting point for an evaluation. He recommended that the Board look at some long-term goals for

the agency and also formulate goals for the general manager. He said that the Board could establish goals for the remainder of the six-month period and the one year period and establish the evaluation questionnaire around those goals.

Mr. Purdy referenced a questionnaire that he had provided in the Committee packet that had been used in previous LTD general manager evaluations; he also referenced a Superintendent Evaluation tool as an example of what other Boards do during an evaluation. The Superintendent tool had previously been used by Willamalane for evaluations of its general manager and superintendent. He said that the packet also included an e-mail from Ms. Jackson that provided a long-range transportation plan. Mr. Purdy stated that long-range goals and a tailored questionnaire would enable the Board to evaluate Ms. Jackson on their expectations of a general manager, as opposed to another agency's expectations of a general manager if they were to use a pre-made questionnaire.

Mr. Wildish stated that perhaps the Board should use the previous long-range transportation plan as a basis for a plan that is more easily measured. Ms. Grossman stated her belief that a long-range plan would span a ten-year period. Mr. Wildish agreed, and stated a short-range plan might cover two or three years.

Mr. Hoskins stated that when a person enters an organization who is driven and has an engaged Board, there is some organizational change, which is typically followed by a stormy period in the organization. He stated his belief of the importance of the Board having clear expectations for the general manager in the first year of her employment.

The Committee discussed the next steps of the evaluation. Mr. Wildish said that he's not sure the 2009 General Manager Questionnaire would be the most effective tool for a six-month evaluation. He stated that he's not sure if the Superintendent Evaluation tool would be the most effective for such a short length of time.

Mr. Gillespie stated his feeling that Ms. Jackson receive feedback from the Board in the interim, before the six-month period has ended. Ms. Grossman said that perhaps the Board should give Ms. Jackson more boundaries, as the list of desired characteristics that was used in the GM search is very broad. She stated that she would be interested in hearing from Ms. Jackson regarding her goals and impressions of the organization as well.

Mr. Purdy said that the six-month evaluation does not have to be the same as the one-year evaluation. The tools for the one-year evaluation may be derived from the long-range planning. There are three months remaining in the six-month period; the Board may want to give priority to setting goals and expectations over the short term.

Mr. Purdy suggested reviewing the evaluation tools in the packet and choosing questions from the tools that the Board feels may be appropriate for the general manager evaluation. He stated that it also may be helpful for the Board to discuss and formulate immediate goals for the general manager that cover the next three months.

The Committee discussed how to proceed with the evaluation and the evaluation timeline. The timeline is as follows:

- March 16 Regular Board Meeting: The Board HR Committee will report to the Board of Directors on the February 29 Board HR Committee Meeting.
- March 21 HR Committee Meeting: The Board HR Committee will discuss goals and questions selected from evaluation tools.
- April 20 Regular Board Meeting: The Board of Directors will conduct a discussion regarding the evaluation.
- April 25 HR Committee Meeting: The Board HR Committee will finalize the evaluation questions to send out to the Board; questions will be sent out on April 26 and will be due back by May 4.
- May 16 HR Committee Meeting: The Board HR Committee will review the responses to the questions sent out in April.
- May/June Board Meeting: The Board will present the evaluation.

EXECUTIVE SESSION PURSUANT TO ORS 192.660 (2)(i): The Committee did not meet in Executive Session.

NEXT MEETING: The Committee will next meet on March 21, 2016.

ADJOURNMENT: The meeting was adjourned at 6:21 p.m.

Recording Secretary