

MINUTES OF HUMAN RELATIONS COMMITTEE MEETING

LANE TRANSIT DISTRICT BOARD OF DIRECTORS

March 21, 2016

Pursuant to notice given to *The Register-Guard* for publication on March 17, 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 2:30 p.m. on Monday, March 21, 2016, in the District's Board Room at 3500 E 17th Avenue, Eugene.

Present: 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.

Absent: Gary Gillespie

CALL TO ORDER/ROLL CALL: Ms. Grossman called the meeting to order at 2:42 p.m. and called the roll.

Mr. Purdy arrived to the meeting at 2:55 p.m.

APPROVAL OF MINUTES: Mr. Wildish moved approval of the February 29, 2016, minutes; Ms. Grossman provided the second.

VOTE The motion was approved as follows:

AYES: Grossman, Wildish (2)
NAYS: None

GENERAL MANAGER EVALUATION QUESTIONS: Mr. Wildish presented a document that contained his brainstorming on topics that the Board could use to measure Ms. Jackson's performance. He said that depending on how the Board wished to conduct the evaluation, the topics could be rated as either satisfied or unsatisfied, or ranked from one to ten. He wanted to be more specific on performance measures than a generic performance evaluation tool.

Mr. Hoskins encouraged the Board to focus on evaluating Ms. Jackson based on the direction they have given her. Mr. Hoskins advised the Committee to identify the elements and criteria of each performance measure.

Mr. Hoskins presented an idea for the evaluation tool that consisted of having a numbered scale next to each performance measures and a "Why" area below each scale. Each Board member would have room to explain why the performance measure was rated as it was on the scale.

Ms. Grossman said that in order to create a more appropriate and effective evaluation tool, she would like to hear more information from Ms. Jackson. She stated that she would like Ms. Jackson and the Committee to work as a team to create Ms. Jackson's goals. Mr. Purdy said that it would be beneficial for the Committee to acquire Ms. Jackson's input in the process.

GENERAL MANAGER EVALUATION GOALS: Ms. Grossman explained a handout that she provided to the attendees of the meeting; the handout details an idea for a process to evaluate the general manager in the coming years. It states that there will be formal annual reviews, with quarterly check-ins with the HR Committee, who would then bring the results of the check-in to the Board of Directors. Between those more formal check-ins, the general manager would meet with Board members on a more one-on-one basis to keep them apprised of the organization. Ms. Grossman stated that the timeline on the handout (looking at organizational planning on a long-range basis with three-year intervals) is subject to change.

Mr. Wildish stated that he appreciated the idea that the organization would plan out to ten years with three-year intervals, and part of the general manager evaluation would examine the progress the organization has made on a three-year plan. The organization could make adjustments to each three-year plan as needed. Ms. Grossman concurred and suggested that at each annual evaluation, the Board would extend their planning another year out so that the organization is always looking ahead, as opposed to completing a three-year plan and having no other plan in place for the future.

Mr. Hoskins said that Ms. Jackson described her long-range plan as follows:

- The long-range plan would target ten years as the long term horizon; this could be an aggressive plan or less aggressive depending on Board direction and the Board's evaluation of the plan.
- The organization would plan three years out for a short term plan. The organization will always look three years ahead and adjust the plan based on annual evaluations.

In response to a question, Mr. Hoskins stated that when the Board hired Ms. Jackson, they made a decision to have goals oriented towards community engagement, and involvement in partnering in being a transit system in a community. The Committee decided to give Ms. Jackson official goals.

Mr. Purdy stated that if there are things that the Board would like the general manager to work towards, even if they are not included in the long-range plan, then the Board should assign that as a goal as well. The Committee decided that they would like to take the bigger goals discussion to the full Board.

NEXT MEETING: The Committee will meet with Ms. Jackson to gain her input into the evaluation process. The Committee will follow-up with an HR Committee meeting to summarize what was discussed at the meeting with Ms. Jackson and take a recommendation to the Board at the April 20 Regular Board Meeting regarding performance measures.

ADJOURNMENT: The meeting was adjourned at 3:47 p.m.