

MINUTES OF HUMAN RELATIONS COMMITTEE MEETING

LANE TRANSIT DISTRICT BOARD OF DIRECTORS

April 18, 2016

Pursuant to notice given to *The Register-Guard* for publication on ~~March-April~~ 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 10:00 a.m. on Monday, April 18, 2016, in the District's Conference Room at 3500 E 17th Avenue, Eugene.

Present: Gary Gillespie, Chair
Gary Wildish
Aurora Jackson, General Manager
Roland Hoskins, Director of Administrative Services
David Collier, Human Relations Manager
Jeanne Schapper, Clerk of the Board
Mackenzie Cowan, Human Resourcelations Secretary/Recording

Secretary

~~_____~~ Absent: Julie Grossman

~~_____~~ Guest: Dwight Purdy, Thorp, Purdy, Jewett, Urness & Wilkinson P.C.

CALL TO ORDER/ROLL CALL: Mr. Gillespie called the meeting to order at 10:17 a.m. and called the roll.

APPROVAL OF MINUTES: Mr. Wildish moved approval of the March 21, 2016, minutes; Mr. Gillespie provided the second.

VOTE The motion was approved as follows:

AYES: Gillespie, Wildish (2)

NAYS: None

~~_____~~ ABSENT: Grossman (1)

GENERAL MANAGER EVALUATION PREPARATION: Mr. Gillespie stated that the Board Human Relations (HR) Committee visited with Ms. Jackson and asked her to speak about the organization's current situation and her goals for the short-term future, ~~and~~; the Committee ~~spoke relayed its about their~~ goals for her. Mr. Wildish said that the discussion with Ms. Jackson was consistent with the discussions the Committee ~~has~~ had in previous Board HR Committee meetings regarding the general manager's performance. Mr. Gillespie said that Ms. Jackson brought up some issues within the organization that needed to be addressed. Mr. Wildish stated that this evaluation will be more specific than ones carried out in the past, as it will look at specific activities and measures.

Commented [JS1]: When?

Mr. Purdy asked if the Committee had adopted the questions for the performance evaluation. Ms. Schapper ~~indicated~~ referred to a document that a handout provided by Ms. Jackson prepared in that response to the Committee's desire for input from Ms. Jackson regarding her goals for her first six months. The handout directly responds to the performance measures that the Committee identified at the previous Board HR Committee Meeting and also includes Ms. Jackson's goals for the next six months.

~~In response to a questions,~~ Mr. Wildish stated that the Committee ~~had~~ not polled the Board of Directors. He said that the Regular Board Meeting is Wednesday; the Committee will report out on the status of the performance evaluation process and gather general feedback from the Board at that time. Any updates and goals approved at the current Committee meeting will be e-mailed to the Board so that they may view it in preparation for Wednesday.

Mr. Purdy confirmed that the six items on the handout are the performance measures on which Ms. Jackson will be evaluated. The Committee will ask for Board feedback on the items and any other items that the Board feels should be addressed.

Ms. Jackson joined the meeting at 10:43 a.m.

Ms. Jackson stated that she prepared her response to the performance measures because there was no way for the Committee to know all of the details of her work. She ~~summarized to provide~~ an overview ~~and understanding~~ of her accomplishments; she based the format on previous evaluations processes that had been conducted at Lane Transit District. She said that she added one goal to the list of goals that had been provided to her by the Committee during their previous conversation; to lead the Board in developing efficiencies related to the Board advisory committees, fiscal responsibility, service quality, and communication, ~~to the list of goals that had been provided to her by the Committee during their previous conversation~~. The complete list of goals is as follows:

1. Continue relationship building with Board, cCommunity, and LTD personnel.
2. Recommend modifications to operational procedures that need adjustment.
3. Recommend revisions to the organizational chart as ~~may~~ight be appropriate.
4. Lead the Board in developing efficiencies related to the Board advisory committees, fiscal responsibility, service quality, and communication.
5. Lead the Board in developing a ~~l~~ong-~~r~~ange ~~t~~ransportation ~~p~~lan (10 years).
6. Lead the Board in developing a ~~s~~hort-~~r~~ange ~~t~~ransportation ~~p~~lan (3 years).

Ms. Jackson said that she wanted to explore communication in the community, how the organization manages fiscally in both adhering to a budget and capital projects, and new funding opportunities. The Committee agreed that Ms. Jackson's addition to the goals would be beneficial.

The Committee thanked Ms. Jackson. She departed from the meeting at 11:02 a.m.

In response to a question, Mr. Wildish stated that the Committee would present the goals to the Board and ask for any input on the goals that the Committee may have. He said that he would

Commented [JS2]: As a rule you should absolutely quote directly; however, the original document was not proofread, so in the interest of professionalism, it's appropriate to edit in the minutes. 😊

also like to add a seventh goal to the list, and that is to investigate additional revenue sources for transit. Mr. Purdy asked if the Committee would like to prioritize the goals in the HR Committee Meeting or discuss prioritization with the Board at the Regular Board Meeting. The Committee decided that the discussion would be held at the Regular Board Meeting. Mr. Purdy cautioned that the Committee must be aware that when certain goals are made priorities, other goals are demoted.

The Committee discussed the third goal, regarding the transition that the organization is currently experiencing. Leadership is changing and several new employees have ~~entered the~~joined LTD's workforce. Mr. Hoskins stated that employees' longevity in the organization is such that many bus operators have reached retirement age; the organization is undergoing many retirements within a short period of time. Employees have questions about the changes, and the Committee acknowledged that there will be a transition period before the organization stabilizes.

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

NEXT MEETING: The next meeting will be scheduled as needed. Ms. Jackson's goals will be introduced to the Board at its April regular meeting, with adoption requested at the May regular meeting.

ADJOURNMENT: The meeting was adjourned at 11:21 a.m.

Recording Secretary