

MINUTES OF HUMAN RESOURCES COMMITTEE MEETING  
LANE TRANSIT DISTRICT BOARD OF DIRECTORS

August 15, 2002

Pursuant to notice given to *The Register-Guard* for publication on August 13, 2002, and distributed to persons on the mailing list of the District, a meeting of the Lane Transit District Board of Directors Human Resources Committee was held at 3:30 p.m. on Thursday, August 15, 2002, in the District's conference room at 3500 E. 17th Avenue, Eugene.

Present:

Gerry Gaydos, Chair  
Dave Kleger  
Robert Melnick  
Jo Sullivan, Clerk of the Board/Recording Secretary

**CALL TO ORDER:** The meeting was called to order at 3:33 p.m. by Committee Chair Gerry Gaydos.

**GENERAL MANAGER EMPLOYMENT CONTRACT:** Mr. Gaydos handed out copies of draft contracts prepared by District Counsel John Arnold and by General Manager Ken Hamm. The committee discussed the differences between the contracts and made decisions about which sections to recommend for inclusion.

The committee members wanted the contract to be broader rather than too specific in terms of language and activities that should be included. They thought that some of the specific inclusions recommended by Mr. Hamm could be more limiting than the broader language suggested by Mr. Arnold, believing that by including some things, others would be excluded.

In discussing whether to include specific civic activities for the general manager to participate in, the committee wanted to be less specific. They preferred to provide that the Board be kept informed of the general manager's activities and civic involvement, and if the Board did not agree that something was important, it could make a policy to not pay for a specific activity, rather than including that in the employment contract. It was suggested that the contract include a statement that the general manager's civic activities should result in reasonable benefits to LTD, and that the general manager will provide an overview of those activities to the Board.

Rather than specific compensation language, Mr. Melnick suggested stating that compensation would be based on negotiations between the Board and the general manager. The process for negotiations could be outlined in the evaluation process rather than in the contract. Similarly, rather than putting a specific evaluation process and timeline in the contract, the committee preferred to refer to a schedule that worked within the work schedule of the District and the general manager, or in the normal cycle of the District's operations. Regarding the general manager's benefits, it was agreed that the contract should provide for the general manager the benefits given to the District's administrative employees, as well as any other specific provisions adopted by

the Board. At that time, an extra week of consolidated annual leave (CAL) was the only additional benefit provided.

There was some question about what happened to Extended Illness Bank (EIB) hours upon retirement. Ms. Sullivan said she would clarify this and give the information to Mr. Gaydos, who offered to work on the draft contract for the next meeting of the committee. The committee was in agreement that the general manager should receive the same benefits as the other administrative employees in this regard, and the District should not make a cash payment for the general manager's EIB balance upon retirement.

It was agreed that the contract could refer to administrative benefits, including a Section 457 plan, to ensure that a 457 plan was included.

Mr. Gaydos said he would discuss the draft contracts with District Counsel John Arnold and try to have a second draft to the committee members before the September Board meeting.

**GENERAL MANAGER GOALS AND OBJECTIVES:** The committee had received draft goals and objectives prepared by Mr. Hamm on August 7, 2002, in response to Board input during his evaluation. Mr. Melnick stated that if the Board was going to evaluate the general manager a year from then, those goals and objectives had to be assessable or measurable. He agreed to review the draft to determine which could be measured; that is, what the Board would be looking for to evaluate whether the general manager was successful in meeting them. He also thought there might be other goals that the Board would want on the list. He said he would not add any goals at that time; that would wait for Board input. He thought he could finish sometime in September.

Mr. Melnick suggested that there was a third category in addition to goals and objectives: "desirable additional activities." Those would not be measured but the Board would want to make sure that the general manager was working in those areas. One example of a desirable additional activity could be, "develop improved relationship with ATU leadership."

Mr. Melnick thought that Mr. Hamm's drafts were goals as written, but an objective could be defined for each goal. Mr. Gaydos suggested identifying the strategies to accomplish the goals, as well.

Mr. Gaydos said he was hoping that the Board could do this at its annual strategic planning retreat, in its work on organizational goals. He added that the Board was starting a journey with the general manager, and it was more important to do it well than to do it quickly. The goals and objectives would become an assignment from the Board to the general manager and his progress toward meeting them would be evaluated the following fall. The committee wanted Mr. Hamm to know that he did good work on his draft and that the committee work was in response to his initial draft. The committee hoped to complete work on the goals and objectives by the end of the calendar year.

**EVALUATION TOOL FOR FALL 2003:** Several options were discussed for the next annual evaluation, due in the fall of 2002. The committee members noted that they

had just completed the evaluation process and that it had resulted in a salary adjustment effective July 1, 2002. They agreed that an abbreviated process would be best, since not that much would have changed in the past few months, and since the general manager had not had an opportunity to work toward accomplishing new goals and objectives. It was suggested that the most recent evaluations be reviewed by the Board and that the Board be asked if there were any reasons they thought anything had changed that would require another written evaluation at that time. If not, the committee would propose using the current evaluation as the basis for the next salary increase in July 2003, that the goals and objectives be finalized by December, and that the general manager's performance be evaluated based on those during the fall of 2003.

The committee asked to hold an evaluation discussion with the full Board at the October Board meeting or at a Monday evening work session in October. The goals and objectives could be discussed at that time if they were ready, as well, or they could be discussed at the fall retreat in November. The HR Committee agreed to meet again in October before the Board meeting.

**ADJOURNMENT:** The meeting was adjourned at 4:20 p.m.

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Recording Secretary