

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

February 28, 2006

Pursuant to notice given to *The Register-Guard* for publication on February 24, 2006, 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 4 p.m. on February 28, 2006, in the District's conference room at 3500 E. 17th Avenue, Eugene.

Present:

Susan Ban
Mike Eyster
Mark Pangborn, General Manager
Mary Neidig, Director of Human Resources and Risk Management
Andy Vobora, Director of Marketing and Communications
Jo Sullivan, Clerk of the Board/Minutes Recorder

Absent:

Gerry Gaydos, Chair

CALL TO ORDER: The meeting was called to order at 4:10 p.m.

BOARD HR PLAN, LOOKING TO THE FUTURE: Ms. Neidig reported on progress made in various aspects of the plan. She described activities that had occurred and feedback that had been received about the plan. The Committee reviewed the plan goal by goal.

Mr. Eyster asked about the communications audit. Mr. Vobora explained that it was a multi-step process. Initially directors and managers who manage employees were interviewed to give a sense of how communication works at LTD and who the key players are, how the grapevine works, etc. Then focus groups of employees in different work groups were scheduled. After that, one-on-one interviews with employees from different perspectives (long-term employees, short-term, male, female, persons of color, etc.) would be held. The interview panel also had taken a tour of LTD's facilities to view bulletin boards and other ways in which communication was being done. The target date for a report to the Board was sometime in Spring 2006.

Ms. Ban asked about compensating union employees for participating in training. It was explained that some training costs were paid by LTD and some employees were marked off and paid by the union. There was an agreed-upon list of what LTD would compensate employees for. Generally, if something was directly related to a person's job duties, LTD paid for the training, and that usually occurred within work hours. Others, such as the retirement seminars, were voluntary and attended on the employee's own time.

Ms. Ban suggested offering some programs on-line.

Ms. Ban also suggested that for succession planning, LTD could partner with high school students, so they could think about the skills they would need and what kind of person "fit" at

LTD. She wondered if there were "bus clubs," like train clubs, to get people interested in transit at a young age and help diversify the workforce.

Regarding the health risk assessment offered for employee participation, LTD would receive a report of the major risks that the employees were facing. That would help focus on training and education.

There was some discussion about teaching supervisors to reward employees for a good job, with notes, compliments, etc. After hearing that the Operations supervisors each supervised 35 people, Ms. Ban suggested having a designated team leader (or coordinator, cluster captain, etc.) to be responsible for contacting and reinforcing certain people on their shifts each month. It would be important not to make this hierarchical and to be careful about the level of authority. Ms. Neidig suggested that this was similar to a coaching model, and Mr. Pangborn said that it was important to learn better how to build relationships with people staff did not see very often.

In discussing gathering employee input, Ms. Ban suggested using on-line surveys to ask specific questions. Everyone could weigh in and see the results.

Regarding educational goals, it was noted that LTD currently did not have the resources to do very much in this category.

Ms. Neidig agreed to rewrite Goal 8 so that it sounded less punitive, for the Committee's review at the next meeting.

Mr. Eyster and Ms. Ban said that they thought this kind of overview of the Plan was helpful. Staff agreed to continue to look for ways to show progress toward the Plan's goals. The Committee thought this kind of review should be discussed with the full Board, but not more than two or three times a year.

HR COMMITTEE WORK PLAN/TIMELINE: As a result of the Board's decision to name Mr. Pangborn general manager rather than acting general manager, references to the general manager selection process were removed from the timeline for the foreseeable future. There was a brief discussion about the orientation process for the new Board member, who had not yet been named.

NEXT MEETING: Ms. Ban and Mr. Eyster agreed that with the postponement of a general manager selection process, the Committee would not need to meet twice a month. They recommended eliminating the meeting on the second Tuesday of each month, keeping the meeting on the fourth Tuesday of each month at 4 p.m., and scheduling other meetings as necessary.

ADJOURNMENT: The meeting was adjourned at 5:25 p.m.

Recording Secretary