

MINUTES OF DIRECTORS MEETING  
LANE TRANSIT DISTRICT  
SPECIAL BOARD MEETING/ LUNCHEON

Monday, July 27, 2009

Pursuant to notice given to *The Register-Guard* for publication on July 23, 2009, and distributed to persons on the mailing list of the District, the Board of Directors of the Lane Transit District held a Special Board Meeting/Luncheon on Monday, July 27, 2009, beginning at 11:30 a.m., in the LTD Board Room at 3500 East 17<sup>th</sup> Avenue, Eugene.

Present: Mike Eyster, President  
Michael Dubick, via conference call  
Greg Evans  
Gerry Gaydos  
Dean Kortge  
Ed Necker  
Doris Towery  
Mark Pangborn, General Manager  
Jeanne Schapper, Clerk of the Board  
Renee Jones, Recording Secretary

**CALL TO ORDER/ROLL CALL:** Board President Mike Eyster called the meeting to order and called the roll. Mr. Eyster noted that Mr. Necker would arrive shortly.

**PRELIMINARY COMMENTS BY MARK PANGBORN:** Mr. Pangborn welcomed the Board, reviewed the Board calendars and the agenda for the meeting, and then introduced Director of Human Resources and Risk Management Mary Adams.

Mr. Necker arrived at 11:43.

**EMPLOYEE DEVELOPMENT AND SUCCESSION PLANNING:** Ms. Adams discussed the outline of the presentation and asked the Board to keep the following questions in mind during the presentation:

- Is the current succession plan going in the direction that the Board would like?
- Does the Board feel they are receiving all of the information they need to enable them to hire the next general manager?
- Is this approach generally consistent with the Board's expectations for succession planning?

Ms. Adams explained that the employee development plan was formulated based on the Strategic Plan, which led to the LTD Road Map that the Board adopted in 2007.

Ms. Adams introduced Training Specialist Pat Rather to talk in detail about the LTD Employee Development plan. Mr. Rather discussed that he would concentrate on four questions that come up when addressing employee development:

1. How does the District enhance an employee's abilities to meet both personal and professional challenges of the future?
2. How does LTD enhance the leadership skills of existing employees?
3. How can the District support an employee's personal and professional growth goals for the future?
4. What is the District doing to create an action plan to meet the planned vacancies that are coming in the future?

Mr. Rather explained in detail how the District addresses each of these questions as they plan and implement the employee development plan. The Board and staff discussed how some of the local leadership programs have been effective in improving the District's workforce. Mr. Rather then described the LEAP program and how it supports the District's goal of being a learning organization and how it benefits employees.

Ms. Adams relayed some data in terms of hiring that has happened at the District during the past five years:

- The District has filled 73 positions
- Approximately 58 percent of those positions were filled internally (42 positions)
- Approximately 42 percent were external hires (31 positions)

The next discussion topic revolved around the process of replacing several high-level positions during the next two to three years. Ms. Adams outlined the planning model for these replacements, which includes a list of principles, the 10-year vision, the challenges and competencies that the Board sees in filling these roles, and then beyond ten years into the future.

Responding to a question from Mr. Evans, Mr. Pangborn explained the history of the general manager (GM) position at the District. In the nearly 40 years that LTD has been in existence, there have been four general managers: Fred Dyer (1970 – 1979), Phyllis Loobey (1979 – 2000), Ken Hamm (2000 – 2006) and Mark Pangborn (2006 to present).

When asked about the possibility of utilizing a consultant for hiring a new GM, Mr. Pangborn explained that it will depend on the Board members' dialogue regarding their requirements and their vision for the next GM. Ms. Adams reiterated that the process of succession planning to form the Model for Competencies will provide the Board with enough details to help them decide what they will do when the time comes to hire a new GM.

Mr. Pangborn informed the Board that he has begun writing up some notes on the duties of the GM as well as his thoughts regarding what the future may hold for the next GM since he feels it is a position in transition. Mr. Evans concurred, stating that this hire will be even more critical than it has been in the past due to the drastically changing face of transportation.

Ms. Adams next spoke about the principles that will be relied upon in the model for competencies. She stated that the District will, as always, hire the most qualified candidate, whether that is internal or external. This principle is always very closely followed. One of the objectives in this process is to ensure that internal candidates have the opportunity to become qualified candidates. This will happen by having ongoing, consistent skill

development and leadership development goals. This fits into the strategic goal of LTD being a learning organization.

Ms. Adams then asked the Board whether this employee development approach was consistent with the Board's strategic direction that the Board had given to staff. She also asked the Board members if they felt that the District was still heading in the right direction or if there were some modifications that they would like to see.

Ms. Adams asked the Board if they felt that the approach that staff was following would give the Board enough information they would need to hire the next general manager.

Mr. Eyster stated that the model is comprehensive and that he couldn't think of anything that was left out. Mr. Kortge agreed but wanted the Board to remember that there are going to be a few unknowns regarding where the District will be in the next few years. Ms. Towery observed that the vision seems right, but the hiring of the new GM may depend on other staff members that will be transitioning at that time. Mr. Evans added that the candidate for this position will require a unique set of competencies.

Ms. Adams asked the Board if this approach was consistent with the Board's long-term direction for succession planning.

Overall, the Board agreed that this particular process lends itself to an acceptable direction from which they can proceed.

**BOARD MEETING ACCESSIBILITY:** Director of Service Planning, Accessibility, and Marketing Andy Vobora reviewed the "Features of Downtown Area Meeting Locations" spreadsheet that was part of the luncheon packet. He relayed that the Board had asked staff to evaluate the pros and cons involved with hosting Board meetings in downtown locations as an alternative to the District's Board Room.

Mr. Eyster added that there should be another consideration listed on the spreadsheet: to consider the additional staff time that would be involved in an offsite location.

In reviewing the different locations, Mr. Vobora found pluses and minuses to each facility, and from the standpoint of staff, there doesn't seem to be overwhelming evidence that suggests the District should move its Board meetings offsite.

Mr. Eyster opened the floor to comments from the Board:

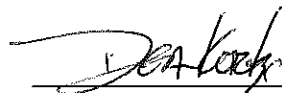
- Mr. Necker felt that the District should continue to have Board meetings at the District facilities at the standard time; however, he suggested that when there is an issue that requires public outreach/attendance that the meetings be held earlier in the day at a downtown location.
- Mr. Evans concurred with Mr. Necker. He asked about the possibility of broadcasting the Board meetings via internet connection and if that would be less expensive than the cost of TV broadcasting. Information Technology Manager Steve Parrott replied that there would still be considerable expense involved and that he could look into the expense if the Board so desired.

Mr. Eyster concluded that because there was a careful analysis done and an in-depth conversation had, there was no overwhelming reason to move the Board meetings. The rest of the Board members agreed.

**BOARD E-MAIL PROCEDURE:** Mr. Pangborn introduced Steve Parrott who reviewed how the Board can access their individual e-mail accounts using LTD's Firepass network. This new method of accessing Board e-mail provides a controlled barrier between the Board member's personal computer and LTD's network, keeping public record content only on LTD's network.

Mr. Parrott worked with each Board member individually to set up their passwords and answer any questions.

**ADJOURNMENT:** Mr. Eyster adjourned the meeting at 1:26 p.m.



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Board Secretary

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