

MINUTES OF COMPENSATION COMMITTEE MEETING

LANE TRANSIT DISTRICT BOARD OF DIRECTORS

February 6, 1995

The Compensation Committee of the Lane Transit District Board of Directors met on Monday, February 6, 1995, at 12:00 p.m. in the District conference room at 3500 E. 17th Avenue, Eugene.

Present: Thom Montgomery
Roger Saydack
Phyllis Loobey, General Manager
Jo Sullivan, Recording Secretary
Robert Fraser, District Counsel

Absent: Rob Bennett, Committee Chair

CALL TO ORDER: Mr. Montgomery, as chairman pro tem, called the meeting to order at 12:10 p.m.

GENERAL MANAGER PERFORMANCE EVALUATION INSTRUMENT AND PROCESS: Ms. Loobey described the process and evaluation instrument used for previous evaluations of the General Manager's performance. She explained that she had not had a performance evaluation the previous spring because four of the seven Board members were new to the Board and had not had an opportunity to observe her performance. Board President Pat Hocken had expressed some concerns about the evaluation form, believing that it was difficult for Board members to observe and evaluate the General Manager's performance in several of the categories. Ms. Loobey and Ms. Hocken had added some brief explanations (written in italics) to give the Board members a better idea of how to fill out each section. Mr. Montgomery and Mr. Saydack both thought the added explanations were helpful. Mr. Montgomery also thought it was important that the Board members sign the evaluation forms.

Mr. Saydack asked if there were procedures for Board members to contact staff for input. Ms. Loobey stated that this had not been done in the past, and that some staff may be uncomfortable giving this kind of input, while others might not. She suggested that Board members could talk to the Director of Administrative Services, Mark Pangborn, if they had questions about involving certain staff.

Mr. Montgomery and Mr. Saydack agreed that the Committee should use the evaluation instrument as revised. The forms would be mailed to Board members during the same week, to be returned by the end of February. A follow-up Compensation Committee meeting would be scheduled after that to discuss the evaluations with the General Manager. A recommendation regarding the General Manager's salary and benefits for FY 95-96 would be taken to the full Board at the March Board meeting.

GENERAL MANAGER'S SALARY AND BENEFITS FOR FY 95-96: Ms. Loobey said that in past years the Committee had directed staff to survey similar-sized transit districts in the Pacific Northwest and local organizations of a similar size in staffing and budgets to LTD, to determine the chief executive officer's salary and benefits. Mr. Montgomery and Mr. Saydack said they would like to have that information updated for the next Committee meeting.

EXECUTIVE SESSION PURSUANT TO ORS 192.660(1)(h): Mr. Saydack moved that the Committee move into executive session pursuant to ORS 192.660(1)(h), to consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed. Mr. Montgomery seconded the motion, which then passed by unanimous vote. District counsel Robert Fraser was present for this discussion with the Committee, which began at 12:30.

RETURN TO REGULAR SESSION: Mr. Saydack moved that the meeting return to regular session. Mr. Montgomery seconded, and the meeting returned to regular session by unanimous vote at 1:05 p.m.

CONTINUED DISCUSSION OF GENERAL MANAGER EVALUATION PROCESS AND INSTRUMENT: There was some discussion about requesting evaluation input from a broader group than just the Board members. It was decided that the current form, as revised, would be given to Board members on the time schedule previously discussed. Ms. Loobey was asked to prepare two draft forms for review by the Committee members. One of the forms would be a slight revision of the Board evaluation form. It would be sent to several former Board members who recently held terms on the Board and to members of the community who have interactions with the General Manager. Questions on this form might evaluate the General Manager's ability to be persuasive or articulate, belong to the community, and build partnerships. It could include a question such as, "Does the General Manager initiate actions on issues of importance to the community?" Ms. Loobey suggested that the Committee members might want to hold ten- to fifteen-minute telephone interviews with community members, rather than sending a form.

The second new evaluation form would be one that could be used with administrative staff at the Director or Division Administrator level. It was stressed that the staff form should provide staff the opportunity to submit their comments anonymously, to encourage candid responses. Questions to staff could request input on how the Manager communicates with staff about Board directives and policies, and whether or not those directives or policies are followed through, or whether staff believe there is sufficient mentoring or coaching. A Committee member or the Executive Secretary could be in charge of distribution and collection, and the General Manager would waive the right to view the individual staff forms; however, a summary of comments would be provided for the Manager's information, to help her change any patterns that might be more beneficial to the District if changed.

Mr. Montgomery and Mr. Saydack directed the General Manager to prepare a more comprehensive administrative policy regarding the standards by which her job would be

considered and evaluated. Ms. Loobey said she would work with District counsel to prepare the policy and the new evaluation forms. The drafts would be distributed to Committee members for their review. Mr. Saydack stated that it would be important to have facts about the Manager's performance, such as communication skills, ability to relate to the public and influence decisions, etc., rather than opinions, such as whether or not someone agreed with the importance of transit.

ADJOURNMENT: There was no further discussion, and the meeting was adjourned at 1:25 p.m.



Recording Secretary