

MINUTES OF COMPENSATION COMMITTEE MEETING

LANE TRANSIT DISTRICT BOARD OF DIRECTORS

November 13, 1997

Pursuant to notice given to the *Register-Guard* for publication on November 12, 1997, and distributed to persons on the mailing list of the District, the Compensation Committee of the Lane Transit District Board of Directors met on Thursday, November 13, 1997, at 5:30 p.m. in the District conference room at 3500 E. 17th Avenue, Eugene.

Present: Rob Bennett, Chairman, presiding
Mary Murphy
Roger Saydack
Phyllis Loobey, General Manager
Mark Pangborn, Assistant General Manager
Diane Hellekson, Finance Manager
Ed Rutledge, Human Resources Manager
Jo Sullivan, Recording Secretary

Absent: ---

CALL TO ORDER: Mr. Bennett called the meeting to order at 5:40 p.m.

DISCUSSION: The following topics were discussed by the committee, and recommendations were made to forward to the full Board:

1. Review and Consider Comprehensive Compensation Analysis Prepared by Moss-Adams, LLP
2. Determine Process and Materials for General Manager's Performance Evaluation.

The attached summary sheets from the November and December 1997 and the January 1998 Board meetings provide a summary of the committee's recommendations to the full Board.

Recording Secretary

AGENDA ITEM SUMMARY

DATE OF MEETING: November 19, 1997

ITEM TITLE: BOARD COMPENSATION COMMITTEE RECOMMENDATION:
GENERAL MANAGER EVALUATION PROCESS

PREPARED BY: Rob Bennett, Compensation Committee Chair

ACTION REQUESTED: Discussion of General Manager evaluation process

BACKGROUND: At the October 1997 Board meeting, the Board discussed a Compensation Committee proposal to conduct the General Manager's performance evaluation in a different manner this year. The Committee proposed that rather than a written document, the evaluation be in the form of a dialogue between the General Manager and the Board of Directors. During the October discussion, some Board members expressed a desire for a written outline to aid in preparation for the evaluation, as well as some additional background information.

The Board Compensation Committee met on Thursday, November 13, to discuss the proposed evaluation process in more detail. Because the meeting was held after the agenda packet deadline for the November 19 Board meeting, we were not able to provide written materials in the packet. Committee members will present the Committee's recommendation during the November Board meeting, and will provide any written materials necessary for the evaluation process at that time.

**CONSEQUENCES OF
REQUESTED ACTION:**

A formal evaluation of the General Manager's performance will be held in executive session at the December Board meeting. A statement regarding the General Manager's performance will be made during regular session.

ATTACHMENT: None

PROPOSED MOTION: None

AGENDA ITEM SUMMARY

DATE OF MEETING: December 17, 1997

ITEM TITLE: GENERAL MANAGER PERFORMANCE EVALUATION SUMMARY STATEMENT

PREPARED BY: Rob Bennett, Compensation Committee Chair

ACTION REQUESTED: Formal statement of General Manager's performance as evaluated by the Board on December 15, 1997

BACKGROUND: At the October 15 and November 19, 1997, Board meetings, the Board discussed a Compensation Committee proposal to conduct the General Manager's performance evaluation in a different manner this year. The Committee proposed that rather than a written document, the evaluation be in the form of a dialogue between the General Manager and the Board of Directors.

At the December 15 work session, the Board and the General Manager met in executive session for a formal evaluation of the General Manager's performance. It was agreed that a statement about the General Manager's performance would be made in open session at the regular meeting on December 17, so time has been reserved on the agenda for that statement.

ATTACHMENT: None

PROPOSED MOTION: None

AGENDA ITEM SUMMARY

DATE OF MEETING: January 7, 1998

ITEM TITLE: GENERAL MANAGER EVALUATION

PREPARED BY: Rob Bennett, Compensation Committee Chair

ACTION REQUESTED: That the Board meet in executive session to evaluate the General Manager's work-related performance

BACKGROUND: At the October 15 and November 19, 1997, Board meetings, the Board discussed a Compensation Committee proposal to conduct the General Manager's performance evaluation in a different manner this year. The Committee proposed that rather than a written document, the evaluation be in the form of a dialogue between the General Manager and the Board of Directors. During those discussions, some Board members expressed a desire for a written outline to aid in preparation for the evaluation, as well as a desire for individual meetings with the General Manager to personally comment and ask questions about performance during the past year, before the group discussion. The outline has been provided and the one-on-one discussions have been held.

At the December 15 work session, the Board and the General Manager will meet in executive session for a formal evaluation of the General Manager's performance. Also, at the November meeting it was agreed that a statement about the General Manager's performance would be made in open session at the regular meeting on December 17, so time has been reserved on the agenda for that statement.

ATTACHMENT: None

PROPOSED MOTION: I move that the Board meet in executive session pursuant to ORS 192.660(1)(I), to review and evaluate, pursuant to standards, criteria, and policy directives adopted by the governing body, the employment-related performance of the general manager of LTD.