

# **Jefferson Transit Authority Board**

## **Meeting Minutes**

Tuesday, January 19, 2010, 1:30 p.m.

Mountain View Commons

Port Townsend, WA

### **CALL TO ORDER/WELCOME**

The Meeting was called to order by Jefferson Transit Authority Board Chair Catharine Robinson at 1:33 p.m. Other members present were Phil Johnson, George Randels and David Sullivan. John Austin was absent and excused.

### **STAFF PRESENT**

Mike Pollack, Leigh Kennel, Van Church, Carla Meyer, Susie Michels and Rachel Katz

### **CAC PRESENT**

Tim Caldwell

Tamara Conway

### **OTHERS PRESENT**

None

### **PUBLIC COMMENTS**

The meeting was opened to public comments at 1:34 p.m.

There were none.

Public comments ended at 1:34 p.m.

### **CITIZENS ADVISORY COMMITTEE/AUTHORITY BOARD MEMBER REPORTS**

Caldwell reported on the following:

- Dave Brader has withdrawn his application to the Citizens Advisory Committee.
- The Citizens Advisory Committee reconvened the last regular meeting to recommend the appointment of Jennifer McGillonie to the committee. This had been omitted from the draft minutes.
- There will be a subcommittee formed for the purpose of working with Leigh Kennel on long range planning, rather than approaching it with the involvement of the entire committee.
- The CAC plans to arrange with Meyer a bus ride to tour the new routes.
- There was a special CAC meeting with Cathy Silins the previous evening to go over the job descriptions for the GM.

The CAC does not plan to have any standing subcommittees but will form task forces as needed.

## **NEW AGENDA ITEMS**

**6b. Ratify contract with Mike Pollack**

**7c. Compensation for board representatives from the Port Townsend City Council**

## **CONSENT AGENDA**

**a. Approval of Minutes, December 15, 2009**

**b. Approval of Minutes, December 30, 2009**

**c. Approval of Expenses, December 2009**

- Operating checks 86823 - 86987: \$293,993.26 (includes payroll of \$142,798.83)
- Capital checks 246 - 255: \$35,936.37
- Electronic Fund Transfer checks 105 - 108: \$13,367.28
- Advance Travel fund checks: \$ \$0.00
- **Total Expenditures: \$ 343,296.91**

**d. Appoint Jennifer MacGillonie to the Citizens Advisory Committee**

**e. Appoint David Brader to the Citizens Advisory Committee**

**Motion by Randels, second by Johnson to approve the Consent Agenda with the removal of item e. The motion carried unanimously.**

## **UNFINISHED BUSINESS**

**a. General Manager Transition**

- ***Approve General Manager Job Description***

Initial discussion included correction of misspellings and suggested word substitutions.

Silins reported that she had these refinements:

- Changed the format to be more consistent with the job description supplied by C-Tran and used them in items A – J: major duties and responsibilities.
- In essential functions, some specific language was added to highlight and clarify relationships with represented and non-represented employees.
- Knowledge skills and ability: clarified what is required and what is preferred.
- Citizens Advisory Committee involvement is represented, e.g. the last item under Skills and Knowledge.
- Special requirements: GM participation in on-call rotation would be a justification for requiring a Washington state driver's license. This could be addressed if a candidate requires accommodation.
- She deleted the requirement for a credit check
- Competitive wage and benefits package to be negotiated with the board.

Discussion: change license language to “capable of obtaining” or “must obtain within” a certain amount of time. It would be useful to have data about how often an on-call person has to go out on a call. Meyer stated that she responds frequently after hours. Johnson stated he finds it difficult to be in favor of requiring a driver’s license. Discussion: would the ADA require Jefferson Transit to make accommodation? Silins reminded the board members that the job description includes standard EEO language. However, the board needs to be realistic about staffing needs. The requirement to have a license does not preclude someone from applying and making accommodation by, for example, hiring another supervisor. Randels pointed out that adding the Mobility Coordinator to the on-call rotation would keep conditions the same as they are now.

There was a discussion regarding what can be expected from the candidate pool. Silins noted the high unemployment rate often affects the pool with applicants who will apply for jobs for which they are not qualified. She cited the example of an applicant at the public transportation office whose experience included management of a Pizza Hut. The requirements and preferences will help to weed out applicants who really are not appropriate for the position. She stated that we may see people who want to move to our area, seek a higher level position, people who have worked for transportation contractors, etc.

There was a return to the discussion regarding the requirement to have a driver’s license.

Silins reviewed her changes as follows:

#### **Major Duties and Responsibilities**

- C. third line: “overseeing budget”
- D.: “must possess”
- D.: “safety, efficiency and effectiveness of services”
- G.: “provide leadership in personnel policies” etc, include safe and efficiently managed

#### **Knowledge, Skills and Abilities:**

- “bachelors degree or higher, 5 years of increasingly responsible administrative/management experience”
- “At least 3 years participating in the monitoring and overseeing of the agency’s budget process”
- “Knowledge of local economic and transportation infrastructure”
- “Successfully participating in representing an agency” etc.

**Driving requirement:** Must possess or be able to obtain WA drivers license:

**Motion by Randels, second by Sullivan to accept the job description with the changes above. The motion carried unanimously.**

- ***Approve General Manager Job Vacancy Announcement***

Silins reviewed the examples she provided and spoke about why she included the “Disneyland Version”, which she gleaned from published information about Port Townsend. She seeks guidance from the board members so that ad placement can start at the end of the week.

The two middle examples should be rejected immediately. The moderate and Disneyland versions could be merged or used individually in different venues. Leave out mention of local politics if using the Disneyland version.

**Motion by Randels, second by Johnson to delegate final approval of the ad to the Board Chair, taking into consideration the discussion above. The motion carried unanimously.**

*Caldwell left the meeting at 2:45 p.m.*

- ***Approval of Recruitment Schedule***

Silins stated that applicants will be asked to submit a letter of interest that addresses the requirements and preferences from the approved job description when they contact Katz in response to the ads.

- The February meeting of the Authority Board will include the identification of assessors for assessment schedule and some other conditions, such as travel and moving compensation etc.
- In March, a short list will be provided to the board
- In April, the assessment of short list will take place and at the April Board meeting, finalist(s) and negotiation process identified.

- ***Development of Performance Dimensions***

Silins will provide a tool called a forced pair exercise to help board members prioritize performance dimensions.

*Tamara Conway left the meeting at 2:56 p.m.*

**b. Ratify contract with Mike Pollack**

**Motion by Randels, second by Johnson to ratify the contract with Mike Pollack to serve as Interim General Manager, retroactive to date signed. The motion passed unanimously.**

**NEW BUSINESS**

**a. Resolution 10-01: Appoint Interim General Manager as Auditing Officer**

**Motion by Johnson, second by Randels to approve Resolution 10-01. The motion passed unanimously.**

**b. Resolution 10-02: Authorize Interim General Manager to Sign Checks**

**Motion by Johnson to approve Resolution 10-02, second by Randels. The motion passed unanimously.**

**c. Compensation for City Board Members.**

Church recommended development of a policy that provides equity to the Chair for extra work she is putting in on the General Manager recruitment process. Randels stated he would prefer to donate any extra time he spends on transit matters, but is amenable to extra compensation to Robinson.

Robinson cited the extra expenses that are going to be involved in recruiting and hiring a new General Manager. Extra compensation would help but is not necessary. Randels suggested the development of a policy and looking at it after being able to examine the fiscal situation later in the year. Sullivan pointed out that the person being compensated would have to apply for it. Johnson will work with Church on the development of a draft policy.

**STAFF REPORT**

**a. Operations Report**

Pollack reviewed the operations report. Ridership was up on most routes last month. Annual year to date comparisons reflect changing conditions, which include the elimination of Medicaid trips and the Community Van program being curtailed. The new service change will see a significant change in ridership numbers. This will be due to route consolidations that do not currently exist. The travel will be the same but the tracking of it will be different.

**b. Financial Report**

Church reported a preliminary year end net income \$143,000. Sales tax revenue is not yet final. At the April board meeting, he will present a financial overview of 2009, with operational discussion of current conditions.

**MISCELLANEOUS/CORRESPONDENCE**


Bus shelter vandalism at the County Library. Meyer reported that staff is planning on replacing the shelter with hopes that it will not be as heavily vandalized.

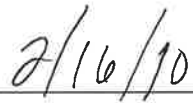
**EXECUTIVE SESSION**

Robinson announced at 3:19 that the meeting would immediately go into Executive Session to discuss a personnel matter regarding labor relations for approximately 30 minutes. The regular session resumed at 3:54. No action was taken.

**ADJOURNMENT**

The meeting was adjourned at 3:55 p.m. The next Regular Meeting will be held at 1:30 p.m., February 16, 2010.

  
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Rachel Katz, Clerk of the Board

  
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Date