



**BOARD OF COMMISSIONERS
MEETING MINUTES
February 25, 2016**

1. CALL TO ORDER- Chair Kathy Kleczek called the meeting to order at 9:00 AM.
2. ROLL CALL:
Present: Chair Kathy Kleczek, Commissioner Kevin Widener, Commissioner Paul Lewicki, Commissioner Rae Goforth, Commissioner Jim Servino Commissioner Tracy MacDonald arrived at 9:06 AM.
Excused- Commissioner Carol Gearin

Staff Present: Executive Director, Jeff Hazen, Executive Assistant Mary Parker, Finance Officer Al Hernandez, IS/Transit Center Manager John Layton, Mobility Coordinator Shana Verley, Transportation Options Shasia Fry, Ridecare Manager Jason Jones, Operations Manager Scott Earls, HR Officer Tami Carlson and IT Manager Konnor Claborn
3. CHANGES TO AGENDA- None
4. PUBLIC COMMENT- None
5. APPROVAL OF JANUARY 28, 2016 MEETING MINUTES- Corrections- Commissioner Servino requested a clarifying statement be added to the Miles Crossing Apartment Development proposal. "It is not our primary mission to support individual projects that come up" will help explain that this involved more than us just voting against it. Commissioner Kleczek made 3 typo corrections to the minutes.
Commissioner Servino moved to approve the January 2016 minutes as amended
Commissioner Widener seconded the motion
Motion passed by unanimous aye vote of commissioners present
6. CHAIR AND COMMISSIONERS REPORT- Reports from Commissioners Goforth, Widener, MacDonald, and Kleczek submitted.
7. FINANCIAL REPORTS- January 2016
Commissioner Lewicki moved to accept the January financials as submitted.
Commissioner Widener seconded the motion
Motion passed by unanimous aye vote of all commissioners present
8. OLD BUSINESS-
 - a. Board Calendar- Mary
 - b. Budget Calendar- Jeff
9. NEW BUSINESS-
 - a. Special Transportation Funds Discretionary Grant Recommendations
Commissioner MacDonald moved to move forward with the Special Transportation Funds process
Commissioner Lewicki seconded the motion
Motion passed by unanimous aye vote of all commissioners present
 - b. Drive Less Save More Report- Shasia Fry
10. CORRESPONDENCE- Thank you from Adopt a Family and a complimentary Service Improvement Form were submitted.

11. EXECUTIVE DIRECTOR REPORT- Report submitted for January 2016.
12. LEADERSHIP TEAM REPORTS- Reports submitted for January 2016: Operations- Scott Earls, Rider Reports- John Layton, Ride Assist- Carol Penuel, Mobility Management- Shana Verley, Transportation Options-Shasia Fry, Information Technology- Konnor Claborn, Marketing and Outreach- Mary Parker, Ride Care- Jason Jones and Human Resources- Tami Carlson. -
13. PUBLIC COMMENT- None
14. OTHER ITEMS- None
15. EXECUTIVE SESSION ORS 192.660 (2)(i) –

Executive Session was opened by Chair Kleczek at 10:38 AM
Executive Session closed by Chair Kleczek at 10:49 AM.

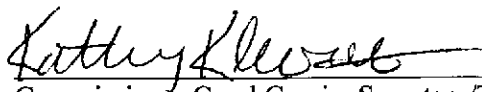
16. RETURN TO PUBLIC BOARD MEETING 10:49 AM

Commissioner Lewicki moved to approve the Cost Of Living Allowance that has been administered to the Executive Director as compensation for this evaluation.
Commissioner Widener seconded the motion
Board discussion clarified that the evaluation period was through September 2015
Motion passed by unanimous aye vote of all commissioners present.

Commissioner MacDonald moved to tie the Compensation Evaluation and Performance Review to the fiscal year and make this an amendment to the original Executive Director's employment agreement.
Commissioner Lewicki seconded the motion
Discussion-none
Motion passed by unanimous aye vote of all commissioners present

Meeting was adjourned at 11:05 AM

Mary Parker, Recording Secretary



Commissioner ~~Carol Gearin~~, Secretary/Treasurer
KATHY KLECZEK, CHAIR

Date 10-27-16