
Board of Directors – Executive Committee
Meeting Minutes
January 8, 2020

Minutes of the Board of Directors Executive Committee Meeting of Wednesday, January 8, 2020, held at 5:00 p.m. in the Greater Portland Transit District’s conference room, 114 Valley Street, Portland.

Committee Members Present:

Belinda Ray
Hope Cahan
Paul Bradbury
John Thompson

Staff and Others Present:

Greg Jordan
Ellen Sanborn
Jennifer Ogden
Bill Rixon
Ed Suslovic
Lauren Shaw

Public:

None

- 1. With a quorum in place, the meeting was called to order at 5:00 p.m. by Belinda Ray, President.**
- 2. Public comment**
No members of the public were present.
- 3. Approval of Meeting Minutes**
Motion made by John Thompson, seconded by Hope Cahan, to approve the minutes from the December 11, 2019 Executive Committee meeting as written. **Motion passed unanimously by all present.**
- 4. Strategic Planning Process**
Greg Jordan reviewed the work being done by staff to determine METRO’s vision for 2025, including mission, values, goals, and objectives. This work builds off of ideas begun at the 2019 Board Workshop. He expects a draft of “METRO 2025” will be presented at the February 12, 2020 Executive Committee meeting, followed by Executive workshops.
- 5. Personnel Policies**
Jennifer Ogden, Human Resources Director, explained the background of the proposal to change how non-union personnel receive their paid time off (PTO) from the current weekly accrual to front-loading it at the beginning of the year and increasing PTO for non-union staff by two days to match what union staff will receive as of January 2021 under the new contract.

John Thompson moved, seconded by Hope Cahan, to approve the change in methodology to front-load PTO time for non-union personnel and to provisionally approve the addition of two PTO days for non-union personnel subject to Finance Committee approval.

Following discussion, the motion was amended to recommend that this item be moved in whole to the Finance Committee on February 5, 2020 and to the Board of Directors on February 27, 2020. **Motion passed, as amended, unanimously by all present.**

6. METRO By-Laws

Greg Jordan discussed the topic of weighted voting and what it means under the new By-Laws, including a spreadsheet to tabulate whether a majority has been reached for Quorum and Voting. The method of weighted voting does not change the historical make-up of the Board: Portland has always held 50%, committees have not always been – and don't need to be – in balance by community, and committees have no final approval power; all actions must go before the Board for final approval.

- **Quorum:** the majority (more than 50%) of the Board being in attendance (based on the weight of the vote of each member present). – Greg will double-check with attorneys on this.
- **Action:** a majority of those present (based on the weight of the vote of each member present) at a meeting with a quorum.
- **Exceptions: Votes pertaining to Annual Budget approval or Dissolution.** Two-thirds of the entire Board membership must be present and vote affirmatively for action to be taken.

Ed Suslovic shared that, as of today, all sponsors and co-sponsors have signed the legislative bill allowing Brunswick, as an adjacent community, to join METRO's Board of Directors. The bill will then be referred to the Transportation Committee, go for public hearing within two weeks, and he expects it will be enacted and signed by the governor by the end of January.

7. Future Agenda Items:

- "Welcome" event.

8. Upcoming Meetings

- Board of Directors – February 27, 2020 – 4:00 p.m. (cancel 1/23/2020 meeting)
- Ridership Committee – January 16, 2020 – 4:00 p.m.
- Finance Committee – February 5, 2020 – 4:00 p.m.
- Executive Committee – February 12, 2020 - 4:30 p.m.

9. Adjournment

Paul Bradbury moved to adjourn, seconded by John Thompson. With **unanimous approval by all present, the meeting adjourned at 5:41 p.m.**