GREATER PORTLAND
metro

Greater Portland Transit District

Board of Directors – Executive Committee
Meeting Minutes
January 9, 2019

Minutes of the Board of Directors Executive Committee Meeting of Wednesday, January 9, 2019, held at 4:30 p.m. in the Greater Portland Transit District's conference room, 114 Valley Street, Portland.

Committee Members Present:
Belinda Ray (Chairperson)
Paul Bradbury
Hope Cahan (by telephone)

Staff and Others Present:
Greg Jordan
Jennifer Ogden
Lauren Shaw

Committee Members Absent:
John Thompson

1. **The meeting was called to order at 4:36 p.m. by Belinda Ray.**

2. **Public comment**
   No members of the public were present.

3. **Approval of Meeting Minutes**
   Motion made by Paul Bradbury to approve the minutes from the November 14, 2018 Executive Committee meeting as written, seconded by Belinda Ray. **Motion passed unanimously by all present (Hope Cahan via telephone).**

4. **Metro Employee Personnel Policies**
   Jennifer Ogden, Human Resources Director, reviewed each proposed change as outlined in Item 4 and its attachment, and the reasoning for each. Many changes are wording focused on bringing the policies into compliance with current federal language and laws (ADA, Title IV, EEO, domestic partnership, etc.), while others were made to clarify the wording of current policies or to match some already in practice, such as cell phone stipend procedure and retirement vesting. These changes have been run through legal and the updated manual is ready for execution.

   Non-union staff have had a chance to review and give input on the new manual; union leaders have not since the changes do not affect the union contract or otherwise impact them. Hope Cahan asked that it be given to union leadership before execution, as a show of courtesy.

This manual will not go before the Board of Directors for approval before the February Portland City Council meeting as there is an item being addressed there that may affect METRO policies, but will likely not go into effect until 180 days after the vote at the March City Council meeting.

Paul Bradbury moved to present the updated METRO Employee Policies/Manual to the Board for discussion, seconded by Hope Cahan (via telephone). **Motion passed unanimously by all present (Hope Cahan via telephone).**

5. **Plan for Bringing New Communities onto Metro Board**
   Greg Jordan reviewed Item 5, Attachment A, which gives the range of options available for bringing new communities onto the Board of Directors. While Freeport and Yarmouth were open to having a single regional representative for Freeport, Yarmouth, and Brunswick combined, but Brunswick was not. Discussion followed focusing on Option #3 and Option #6 as the most viable, both of which require changes to current legislation, either for higher membership numbers or adding a weighted vote, and can only be introduced through an emergency bill to be passed in 2019.

   Following the discussion, the consensus of the Committee is:
   1. Preferred: Option #3: Simple Add, with Portland remaining at five members who have a weighted vote (1.6% per person) rather than increasing membership numbers. A weighted vote is only used if someone calls for it and the weight of a member's vote remains at the established percentage if all Portland members are not in attendance.
   2. Alternative: Option #3: Simple Add, with the increase of Portland membership from five to eight members to retain the 50% vote.

   Hope Cahan left the meeting at 5:32 p.m. for another commitment.

6. **Board of Directors Retreat**
   Not discussed due to lack of quorum.

7. **Future Agenda Items**
   None brought forward at this time.

8. **Upcoming Meetings**
   - Board of Directors – January 24, 2019 – Retreat 8:30 a.m.-3:00 p.m. – Abromson Hall.
   - Ridership Committee – January 17, 2019 at 4:00 p.m.
   - Finance Committee – February 6, 2019 at 4:00 p.m.
   - Executive Committee – February 13, 2019 at 4:30 p.m.

9. **Adjournment**
   Lacking a quorum for further items, Paul Bradbury motioned to adjourn, seconded by Belinda Ray. With **unanimous approval by all present, the meeting adjourned at 5:34 p.m.**