

**Board of Directors – Executive Committee – via Zoom
February 9, 2022 at 3:30 p.m.
Meeting Minutes**

**Draft Minutes of the Executive Committee Meeting of Wednesday, February 9, 2022 at 3:30 p.m.
via Zoom**

Zoom Webinar Attendee Link:

<https://us02web.zoom.us/j/81909563306?pwd=cEc5YXlzZnJKNi96Q2h4M0FCUjU5QT09>

Passcode: 718473 | Webinar ID: 819 0956 3306 | Phone: (312) 626-6799

Committee Members Present:

Hope Cahan, President
Mike Foley, Vice President
Nat Tupper, Secretary

Committee Members not Present:

Paul Bradbury, Treasurer

Staff and Guests:

Greg Jordan, Executive Director
Glenn Fenton, Chief Transportation Officer
Danielle Nemeth, Human Resources Director
Mike Tremblay,
Lauren Shaw, Executive Assistant

Non-Committee Members Present:

Public: None

1. **With a quorum in place, the meeting was called to order at 3:33 p.m. by Hope Cahan, President.**

2. **Public comment**

No members of the public were present.

3. **Approval of Meeting Minutes**

Nat Tupper moved, seconded by Mike Foley, to accept the minutes of the December 8, 2021 Executive Committee meeting as written. A roll call vote was taken by Lauren Shaw, Executive Assistant. With approval by Mike Foley, Nat Tupper, and Hope Cahan, **the motion passed unanimously by all those present.**

4. **Non-Union Salary Plan & Policies**

It was determined that this item will be tabled until the next full Executive Committee meeting.

5. **Executive Director Performance Review Process**

This will be the same process as in past years: the Board President will meet with senior staff; Board members will complete an evaluation; and the Executive Director will complete a self-evaluation. The final evaluation will be conducted by the Executive Committee in April, and then sent to the full Board for ratification. Attachment A to this item outlines the milestones of the Executive Director's contract.

6. **Maine Transit Association (MTA) Funding/Legislative Priorities**

Greg Jordan shared that with recent updates in the MTA administration, there are discussions about financial issues that need to be worked and that fiscal sponsorship is being evaluated to see if it should continue. He hopes that their focus will shift to advocacy, while still continuing with current projects. They are also working on legislative priorities and finalizing a list of projects across the state:

- Facility improvement
- Bus replacement
- Bus stop improvements
- System technology upgrades
- Vehicle electrification – Metro hope to move towards full electrification beginning in 2026
- Operation support (State support and start-up support)

7. Policies & Procedures Regarding Passenger Misconduct

Bus Operators have brought forward the issue of harassing and discriminatory behavior by passengers. Some employees have reached out to Board members with their concerns. Metro's current policies are good, but could be better, i.e., clear communication with Bus Operators about action being taken or not, and why, in response to submitted reports. The language of the Passenger Policies has been geared towards passenger-to-passenger incidents, rather than towards drivers. Metro wants to strengthen the policies to show zero tolerance for actions/behaviors directed at the driver. There will be additional Supervisor Training for communication and how an investigation should be done. Annual staff training includes Verbal Judo, customer service, and how to handle incidents with passengers, including de-escalating a situation. This training is also done during onboarding for new staff. This item will go to the full Board under the Executive Director's report.

During investigations and disciplinary actions, a union member has their union representative present. Going forward, the presence of a third party on the administration side will be added to these meetings.

8. Executive Session

Mike Foley moved, seconded by Nat Tupper, to enter into executive session pursuant to 1 MRSA Section 405 (6) (D). A roll call vote was taken by Hope Cahan, Board President. With approval by Mike Foley, Nat Tupper, and Hope Cahan, **the motion passed unanimously by all those present and the Committee entered into Executive Session at 4:06 p.m.**

The Committee exited executive session at 4:15 p.m.

Mike Foley moved, seconded by Nat Tupper to approve the proposed MOU with ATU Local 714 for the inclusion of Juneteenth as a paid holiday in the Collective Bargaining Agreement. A roll call vote was taken by Hope Cahan, Board President. With approval by Mike Foley, Nat Tupper, and Hope Cahan, **the motion passed unanimously by all those present.**

9. Future Agenda Items: none added at this meeting

- PACTS Initiatives and Reforms (Ongoing)
- Agency Strategic Planning (Ongoing)
- Engaging New Stakeholders

10. Upcoming Meetings

- Ridership Committee – February 17, 2022 at 4:00 p.m.
- Board of Directors – February 24, 2022 at 4:00 p.m.
- Finance Committee – March 2, 2022 at 4:00 p.m.
- Executive Committee – March 9, 2022 at 3:30 p.m.

11. Adjournment

Nat Tupper moved to adjourn, seconded by Mike Foley. A roll call vote was taken by Hope Cahan, Board President. With approval by Nat Tupper, Mike Foley, and Hope Cahan, **the motion passed unanimously by all those present, and the meeting adjourned at 4:25 p.m.**