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**Daniel S. Little, Executive Director**

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**Human Resources Committee Meeting  
Tuesday, March 9, 2021  
1:00 p.m.**

**PARTICIPATING IN SHASTA REGIONAL TRANSPORTATION AGENCY MEETINGS  
DURING THE COVID-19 PANDEMIC**

Until further notice during the COVID-19 Pandemic, all Human Resources Committee members, SRTA staff, and interested parties will be attending the meeting by telephone or videoconference. **There will be no centralized meeting location open to public attendance.** Reasonable accommodations will be made for individuals with disabilities.

**Here are ways that you can participate in Human Resources Committee Meetings during this time:**

Listen by phone by calling 1-888-788-0099 or 1-877-853-5247 (both toll-free) and entering webinar ID: 850 9953 8913 or join by visiting the following URL and entering <https://us02web.zoom.us/j/85628251887?pwd=SW9nMVJMNThOU0xXT2RqR0JwcXVvUT09> and if prompted for a passcode, enter: 755834. This meeting is open to the public.

- Submit public comments on any agenda item electronically before or during the meeting. Email your comments to [questions@srta.ca.gov](mailto:questions@srta.ca.gov). Emailed comments will be accepted and read into the record throughout the duration of the meeting. If possible, please submit your comments prior to the agenda item being heard to ensure timely consideration. Please limit your written comments to 250 words or less.
- Submit public comments by U.S. Mail to Administrative Associate Amy Lindsey, Shasta Regional Transportation Agency, 1255 East Street, Suite 202, Redding, CA, 96001, to arrive no later than 5:00 P.M. one day prior to the meeting.

If you are unable to participate and would like to request an accommodation for accessibility or are having technical problems joining the meeting, please contact Amy Lindsey at (530) 262-6190.

## **AGENDA**

- ITEM #1 PUBLIC COMMENT PERIOD – This is the time set aside for citizens to address the committee on items or matters not on the agenda within the jurisdiction of the committee. By law, the committee cannot take action on matters not on the agenda but may schedule an item for a future meeting.
- ITEM #2 APPROVE FEBRUARY 9, 2021, HUMAN RESOURCES COMMITTEE MEETING ACTION MINUTES

### **CLOSED SESSION**

The Human Resources Committee will recess to a closed session to discuss the following item.

- ITEM #3 REVIEW EXECUTIVE DIRECTOR EVALUATION AND PROVIDE ANY INPUT TO FULL BOARD OF DIRECTORS

### **OPEN SESSION**

Reportable action, if any, will be reported in open session.

- ITEM #4 PURSUANT TO EXECUTIVE DIRECTOR EMPLOYMENT AGREEMENT, SECTION 5, REVIEW COMPENSATION AND CONSIDER RECOMMENDATION
- ITEM #5 ADJOURN

**If information is needed in another language, or parties with a disability as provided by the American Disabilities Act require special accommodations or aides in order to participate in the public meeting, SRTA should be contacted at least 48 hours prior to the meeting. If needed, please call 530-262-6190.**

**Si se necesita información en otro idioma, o si alguien con una discapacidad según la Ley de Discapacidades de los Estados Unidos requieren adaptaciones especiales o asistentes para participar en la reunión pública, se debe contactar a SRTA al menos 48 horas antes de la reunión. Si se necesita, por favor llame 530-262-6190.**

## **ACTION MINUTES**

SHASTA REGIONAL TRANSPORTATION AGENCY  
HUMAN RESOURCES COMMITTEE  
Tuesday, February 9, 2021  
1:00 p.m.  
Zoom Meeting

(Note: The following minutes are not intended to serve as a transcript or verbatim record of the proceedings of the Shasta Regional Transportation Agency Fiscal Committee, but rather as a record of the meeting time, place, attendance, and actions taken, if any.)

Committee members Moty, Schreder, and Watkins were present.

The following SRTA staff were present: Executive Director Daniel Little and Administrative Associate Amy Lindsey.

1. **Call to Order/Introductions**

Board Member Moty called the meeting to order at 1:01 p.m.

2. **Public Comment Period**

No comments were received during the public comment period.

3. **Approve October 6, 2020, Human Resources Committee Meeting Action Minutes**

By motion made and seconded (Watkins/Schreder), the minutes passed unanimously.

4. **How to Recognize Audience Participants and Receive Written Comments at Board Meetings**

With regards to audience attendance at the SRTA board of directors Zoom meetings, the Human Resources Committee agreed to verbally recognize SRTA Technical Advisory Committee members or other participants pertinent to the meeting at the beginning of each meeting, after staff introductions. With regards to the best practice on receiving written comments at the board of directors meetings, the Human Resources Committee preferred that early comments be printed and included in the board packets, and all comments received after packet delivery should be read into record, keeping the three-minute guideline in mind.

This item was for discussion only. No action was taken.

5. **Options for Conducting Closed Session Meetings on Zoom**

The Human Resources Committee discussed options for upcoming board of directors Zoom meeting closed session.

This item was for discussion only. No action was taken.

### **CLOSED SESSION**

5. **Review Executive Director Evaluation and Provide any Input to Full Board of Directors**

At 1:08 p.m., Chair Moty recessed the committee to a closed session. The committee received the information and recommended review by full SRTA Board of Directors.

### **OPEN SESSION**

6. **Pursuant to Executive Director Employment Agreement, Section 5, Review Compensation and Consider Recommendation**

The Committee unanimously recommended a five-percent (5%) merit-based salary increase to the SRTA Board of Directors subject to specific support materials the executive director is to provide to the board at the February 23, 2021, meeting.

7. There being no further business, board member Moty adjourned the meeting at 2:12 p.m.

Respectfully submitted,

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Daniel S. Little, AICP, Executive Director  
DSL/acf

UNAPPROVED