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Daniel S. Little, Executive Director

**Human Resources Committee Meeting
1255 East Street, Suite 202, Salmon Room
November 22, 2021
1:00 p.m.**

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 MARCH 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 EXECUTIVE DIRECTOR EVALUATION GOALS (PROVIDE RECOMMENDATIONS TO THE BOARD)

OPEN SESSION

REPORTABLE ACTION, IF ANY, WILL BE REPORTED IN OPEN SESSION.

- ITEM #4 STAFFING UPDATE
- ITEM #5 METHODOLOGY FOR TRIENNIAL REVIEW OF STAFF COMPENSATION AND BENEFITS (PROVIDE DIRECTION TO STAFF)
- ITEM #6 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, March 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 Watkins called the meeting to order at 1:02 p.m.

2. **Public Comment Period**

No comments were received during the public comment period.

3. **Approve February 9, 2021, Human Resources Committee Meeting Action Minutes**

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

CLOSED SESSION

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

At 1:03 p.m., Chair Watkins 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 the following to the board of directors:

1. Approve a 3.5% salary increase (\$6,291 annually) in order to eliminate the executive director deferred compensation match benefit (\$9,750 annually) by deleting Section 5.10.020(H) from the SRTA Human Resources (HR) Policies;
2. Approve a merit-based salary increase of 10% (\$17,973 annually); and
3. Salary increase would be retroactive back to February 23, 2021, board of directors meeting.

No formal motion was made.

7. There being no further business, board member Watkins adjourned the meeting at 2:13 p.m.

Respectfully submitted,

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