

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.

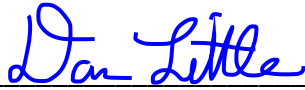
OPEN SESSION

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,



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