

APPROVED ACTION MINUTES

SHASTA REGIONAL TRANSPORTATION AGENCY HUMAN RESOURCES COMMITTEE

Tuesday, October 6, 2020

2:30 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, Chief Fiscal Officer Jessica Carlson, and Senior Transportation Planner Jennifer Pollom.

1. **Call to Order/Introductions**

Board Member Moty called the meeting to order at 2:37 p.m.

2. **Public Comment Period**

No comments were received during the public comment period.

3. **Approve October 15, 2019, Human Resources Committee Meeting Action Minutes**

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

4. **SRTA Staffing Update**

Executive Director Daniel Little gave an update to the Human Resources Committee regarding a SRTA staffing change. SRTA has welcomed Assistant Transportation Planner Eamon Johnston to the team. Eamon has replaced Senior Transportation Planner Julie McFall.

No action was taken.

5. **Teleworking Update**

Executive Director Daniel Little gave an update to the Human Resources Committee regarding SRTA staff and teleworking. All SRTA staff have reviewed and signed teleworking agreements. Currently, full-time in the SRTA office is Chief Fiscal Officer Jessica Carlson, Senior Transportation Planner Sean Tiedgen, Assistant Transportation Planner Eamon Johnston, and Administrative Associate Amy Lindsey. All other SRTA staff is currently on a full-time teleworking schedule.

No action was taken.

6. **Rotational Mid-Manager Term Extension**

Executive Director Daniel Little gave an update to the Human Resources Committee regarding the need to extend the current mid-manager position. Senior Transportation Planner Jennifer Pollom is currently serving as the mid-manager in the typical 12-month position. Due to SRTA's vacant Chief Fiscal Officer position, which Jennifer became the back up for, and COVID restrictions, Jennifer was only able to complete the first eight months of training. Executive Director Dan Little stated that the position should be extended through December 2020 so that Jennifer could experience running the December board meeting. All board members agreed to the extension.

No action was taken.

7. **Executive Director Evaluation Schedule**

Executive Director Dan Little typically has an annual evaluation in December. However, due to COVID restrictions, and delayed mid-manger training, Dan suggested his evaluation be moved to February 2021. All board members agreed to the extension.

No action was taken.

6. There being no further business, board member Moty adjourned the meeting at 3:39 p.m.

Respectfully submitted,



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