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Daniel S. Little, Executive Director

Fiscal & Policy Committee Meeting
Monday, February 14, 2022
1:30 p.m., or as soon thereafter as may be heard

During the COVID-19 Pandemic, all Fiscal & Policy Committee members, SRTA staff, and interested parties will be attending the meeting by telephone or videoconference. **Here are ways that you can participate in Fiscal & Policy 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: **829 6979 8261** or join by visiting the following URL: <https://us02web.zoom.us/j/82969798261?pwd=YzViQlYzYm9FTmcxTC90OTcrZ0Judz09> and entering Passcode **569860**. This meeting is open to the public.

AGENDA

- ITEM #1 INTRODUCTIONS

- ITEM #2 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 #3 APPROVE JANUARY 11, 2022, FISCAL & POLICY COMMITTEE MEETING ACTION MINUTES

- ITEM #4 SALARY SURVEY UPDATE

- ITEM #5 APPROVAL OF HR POLICY REVISIONS: PROVIDE RECOMMENDATION

- ITEM #6 SRTA AND RABA TRIENNIAL PERFORMANCE AUDITS: PROVIDE RECOMMENDATION

- ITEM #7 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
FISCAL & POLICY COMMITTEE
Tuesday, January 11, 2022
10:00 a.m., or as soon thereafter as may be heard
1255 East Street, Suite 202, Salmon Room

(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, Senior Transportation Planner Sean Tiedgen, and Administrative Associate Amy Lindsey.

1. **Call to Order/Introductions**

Board Member Watkins called the meeting to order at 10:02 a.m.

2. **Public Comment Period**

No comments were received during the public comment period.

3. **RABA Representation and Coordination Discussion with RABA Staff**

City of Redding Director of Public Works Chuck Aukland spoke to the committee about why the Redding Area Bus Authority (RABA) would like to keep the appointment of a RABA member to the SRTA board. He stated that there's no valid reason to change what's been working for decades. Mr. Aukland referred to the December 13, 2021, letter from City Manager Barry Tippon on the request to deny the change in the SRTA board membership. Board members Moty and Watkins questioned the validity of Redding's reasoning and stated concerns with Redding's position. It was agreed that the board would not revisit the issue at this time.

RABA Policy No. 121 was discussed. Executive Director Dan Little pointed out that the policy had not been updated since 2011. Mr. Little requested to Mr. Aukland that an item be added to the next RABA board meeting agenda to discuss and update the RABA policy to better reflect current practice.

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

4. **Salary Survey Update**

Executive Director Dan Little is working with Executive Strategic Advisor Diane Eidam to collect data for a salary survey. Mr. Little suggested that the committee meet in early February to review findings of the survey and make a recommendation to the board. The salary survey will be taken to the full board in April 2022.

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

5. **Amend Human Resources Policy to Strengthen Recruitment Efforts – Consider recommendation to Board of Directors**

Executive Director Dan Little is proposing changes to the Human Resources Policy authorizing the executive director to:

1. Hire employees at any step from the agency's compensation plan;
2. Update job specifications as needed;
3. Make minor changes to SRTA policies related to an employee's probationary period; and

4. Change the two floating holidays (Martin Luther King, Jr. Day and Lincoln's birthday) to regular observed holidays. Mr. Little also discussed observing Juneteenth (June 19th) as a regular holiday.

The Fiscal & Policy Committee unanimously agreed to Mr. Little's recommendation Nos. 1, 2, and 3. Recommendation No. 4 needs further information and discussion and will be presented at the April board meeting with the salary survey. No formal motion was made.

7. **Approve November 22, 2021, Fiscal and Human Resources Committee Meeting Action Minutes**
By motion made and seconded (Schreder/Moty), the minutes passed unanimously.
8. There being no further business, board member Watkins adjourned the meeting at 10:37 p.m.

Respectfully submitted,

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

UNAPPROVED