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**Daniel S. Little, Executive Director**

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**Human Resources Committee Meeting  
Tuesday, February 9, 2020  
1:00 p.m., or as soon thereafter as may be heard**

**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/85099538913?pwd=UDc1TC9NeTV0eHE4TVNQZTVWZnJOdz09> and if prompted for a passcode, enter: 064826. 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 OCTOBER 6 ,2020, HUMAN RESOURCES COMMITTEE MEETING ACTION MINUTES
- ITEM #3 HOW TO RECOGNIZE AUDIENCE PARTICIPANTS AND RECEIVE WRITTEN COMMENTS AT BOARD MEETINGS
- ITEM #4 OPTIONS FOR CONDUCTING CLOSED SESSION MEETINGS ON ZOOM

### CLOSED SESSION

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

- ITEM #5 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 #6 PURSUANT TO EXECUTIVE DIRECTOR EMPLOYMENT AGREEMENT, SECTION 5, REVIEW COMPENSATION AND CONSIDER 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 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,

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

UNAPPROVED