

## **APPROVED ACTION MINUTES**

SHASTA REGIONAL TRANSPORTATION AGENCY  
HUMAN RESOURCES COMMITTEE  
Monday, November 22, 2021  
1:00 P.M.  
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 and Administrative Associate Amy Lindsey.

1. **Call to Order/Introductions**  
Board Member Moty called the meeting to order at 1:05 p.m.
2. **Public Comment Period**  
No comments were received during the public comment period.
3. **Approve March 9, 2021, Human Resources Committee Meeting Action Minutes**  
By motion made and seconded (Watkins/Schreder), the minutes passed unanimously.

### **CLOSED SESSION**

5. **Executive Director Evaluation Goals (Provide Recommendations to the Board)**  
At 1:07 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**

#### **Reportable Action, if any, will be Reported in Open Session**

No reportable action taken.

6. **Staffing Update**  
Executive Director Dan Little gave a quick update on recruiting efforts and challenges to filling the vacant Assistant/Associate/Senior Transportation Planner position.
7. **Methodology for Triennial Review of Staff Compensation and Benefits (Provide Direction to Staff)**  
Executive Director Dan Little spoke to the committee about the process underway to develop a staff compensation survey. SRTA entered into an agreement for professional consulting services with Regional Analysis and Planning Services.

Executive Strategic Advisor Diane Eidam spoke to the committee about how to refine survey objectives, identify similarly situated transportation planning agencies, and refine compensation survey methodology.

Hearing the recruiting challenges, the committee agreed on the specific comparable agencies to be surveyed and directed Ms. Eidam to prepare the survey and meet in January to review the comparisons and determine next steps.

No action taken.

8. There being no further business, board member Moty adjourned the meeting at 2:35 p.m.

Respectfully submitted,



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