

**Board of Directors' Workshop
Thursday, July 21, 2016
Community Transit Board Room
3:00 p.m.**

Board Members Present

Mayor Dave Earling	City of Edmonds
Mayor Jennifer Gregerson	City of Mukilteo
Councilmember Tom Hamilton	City of Snohomish
Mayor Leonard Kelley	City of Stanwood
Mayor Jon Nehring	City of Marysville
Lance Norton	Labor Representative, non-voting
Councilmember Jan Schuette	City of Arlington
Councilmember Mike Todd	City of Mill Creek

Board Members Absent

Councilmember Terry Ryan	Snohomish County
Councilmember Stephanie Wright	Snohomish County

Others Present

Geri Beardsley	CT-Director of Administration
Chris Beck	CT-HR Program Manager
Tim Chrobuck	CT- Chief Technology Officer
Kathleen Custer	ATU Local 1576
Emmett Heath	CT-Chief Executive Officer
Al Hendricks	Legal Counsel
Rick Jurkovic	ATU 1576
Gail McNutt	Administrative Coordinator
Todd Morrow	CT-Chief of Strategic Communications
Joy Munkers	CT-Director of Planning and Development
Deb Osborne	CT-Executive Projects Manager
Dave Richards	CT-Director of Maintenance
Juanita Shuler	CT-Records Management/Administrative Assistant
Lynn Starcher	CT- HR and Labor Relations Manager
Doug Starcher	Self
Bob Throckmorton	CT-Director of Customer Relations
Fred Worthen	CT-Director of Transportation

Call to Order

Chair Jon Nehring called the July 21, 2016, Board of Directors' Workshop to order at 3:03 p.m. at the Community Transit Board Room, Everett, Washington.

Roll Call of Members

Administrative Assistant called roll. Attendance was as noted above. **A quorum was present.**

Public Comment

There were no comments from the public.

Presentations

Overview of Community Transit's Compensation and Employer Paid Leave Programs

Lynn Starcher, HR and Labor Relations Manager, detailed how the compensation and leave benefits programs worked at Community Transit. She stated the Board-adopted strategy was to offer compensation and benefits at market. This strategy was used to guide staff actions.

Market for administrative staff was driven by:

- Recruitment: competing for talents
- Job Requirements
- Retention

Market for represented staff was driven by:

- Recruitment: competing for talent
- Job requirements (training)
- Retention
- Interest arbitration framework

Ms. Starcher summarized the base compensation for represented and administrative employees. She noted that fair market evaluations were done every three years for administrative personnel. The mid-point of the range represented the market point.

Discussion followed regarding salary ranges and bands. Ms. Starcher explained bands were based on decisions made. Jobs that made similar decisions were assigned to the same band ranges. Pay increases for administrative employees were merit based. Ms. Starcher stated that goals were met by fairly compensating employees, and recruiting and retaining a quality work force.

Ms. Starcher detailed the paid leave programs including paid time off and major sick leave. The programs were approved by the Board in 2002, and implemented for administrative employees in 2003. By 2009, all represented groups had agreed to paid time off and major sick leave. She noted that since implementation of the programs, unscheduled absences in Transportation had decreased by 31 percent. Ms. Starcher concluded that Community Transit's compensation and paid leave programs were successful and positioned the agency as an employer of choice with a high quality workforce.

Chair's Report

The was no Chair's Report.

Chief Executive Officer's (CEO) Report

CEO's Philosophy on Compensation and Paid Leave

CEO Emmett Heath stated that Community Transit's compensation and paid leave programs attracted & retained a high quality work force, were market based, and could adjust to changing circumstances. The programs also provided internal and external equity, provided step increases for represented staff and merit-based salary increases for administrative employees, met cost controls, were fiscally sustainable, and provided a positive employee experience.

Board Communication

There was no Board communications.

Executive Session

An Executive session was called at 4:05 p.m. for 20 minutes to review the performance of a public employee. The session was extended for an additional 15 minutes. The regular meeting resumed at 4:43 p.m. and was promptly adjourned.

Other Business

The next regular Board meeting will be held August 4, 2016, at 3 p.m. at Community Transit's Board Room, 7100 Hardeson Road, Everett, WA.



Juanita Shuler
Administrative Assistant