

**Board of Directors – Executive Committee – via Zoom  
March 9, 2022 at 3:30 p.m.  
Meeting Minutes**

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**Minutes of the Executive Committee Meeting of Wednesday, March 9, 2022 at 3:30 p.m. via Zoom**

Zoom Webinar Attendee Link:

<https://us02web.zoom.us/j/82135240429?pwd=SFd6TnBVbVhHYUYyUWNrak56ZVBMZz09> Passcode:

367456 | Webinar ID: 821 3524 0429

Phone: (646) 558-8656 | Telephone participants: \*9 to raise hand, \*6 to unmute

**Committee Members Present:**

Hope Cahan, President  
Mike Foley, Vice President  
Paul Bradbury, Treasurer  
Nat Tupper, Secretary

**Staff and Guests:**

Greg Jordan, Executive Director  
Glenn Fenton, Chief Transportation Officer  
Danielle Nemeth, Human Resources Director  
Mike Tremblay, Transit Development Director  
Shell Brooks, Finance Director  
Lauren Shaw, Executive Assistant

**Committee Members not Present:**

**Non-Committee Members Present:**

Bill Rixon

**Public:** None

**Attendance roll call taken by Lauren Shaw, Executive Assistant.**

- 1. With a quorum in place, the meeting was called to order at 3:33 p.m. by Hope Cahan, President.**
- 2. Public comment**  
No members of the public were present.
- 3. Approval of Meeting Minutes**  
Mike Foley moved, seconded by Nat Tupper, to accept the minutes of the February 9, 2022 Executive Committee meeting as written. A roll call vote was taken by Lauren Shaw, Executive Assistant. With approval by Mike Foley, Nat Tupper, Paul Bradbury, and Hope Cahan, **the motion passed unanimously by all those present.**
- 4. Non-Union Salary Plan & Policies**  
Metro's goals are to provide a fair and equitable compensation plan that will attract, retain, and reward the highest qualified people in order to achieve the agency's goals. Staff has prepared and is seeking direction on a revised Non-union Salary Plan along with supporting policies. The last comprehensive update to non-union salary ranges was in 2015. Going forward, the expectation is to review every two years.

Subject to Board approval, Metro's compensation philosophy will aim to ensure non-union salary ranges are 1) consistently anchored to the market average for similar positions, 2) introduce annual step increases in connection with annual increases for cost of living (COLA), and, 3) provide promotional pathways for employees to advance in their careers and increase income.

This does not propose additional positions, but is preparative for future possibilities. Four employees fall below the proposed ranges and, should this plan pass, they will be brought to the new Salary Plan on June 1, 2022. Also, two senior members fall at the lower end of the new scale, and would be brought up closer to the mid-range level at the same time. Otherwise, annual step increases will begin in 2023 on an employee's anniversary date and COLA on January 1.

Non-union staff would receive COLA increases on January 1, while step increases would be effective on their anniversary date. Staff who "redline" would stay at that salary level, but receive the annual COLA, until the Salary Plan is again reviewed and revised. COLA increases for non-union staff have, historically, followed the rate negotiated in the union contract. Proposals are to make this more dynamic for non-union staff either tied to actual inflation or determined annually based on budget capacity. Some years non-union staff may not receive a COLA increase.

The concern was raised that a 3% step increase, plus an increased COLA every year, is too much, and may increase the gap with union staff. Suggest that more aggressive step increases happen in the first 1-5 years, then slow down. Locking into a specific formula is risky. Also, those in the higher positions compound more quickly with annual 3% increases. There is also nothing in the scale to promote longevity with annual step increases. Lastly, equity between staff who get annual increases with this policy vs. staff who are overperforming getting the same increase. Look at a higher increase for the latter group.

## **5. Upcoming Agency Training Programs**

(Presentation only – materials not included with agenda). Rolling out Supervisor/Manager Training in Spring 2022. Three vendors were evaluated and the University of Southern Maine was selected to run this training. This training includes eight program elements and employees will receive a Certificate of Completion in Supervision and Leadership.

Metro will also rollout Diversity, Equity, and Inclusion Training. Four vendors/programs were evaluated and the YWCA of Central Maine was selected as it offers a strong program at a reasonable cost. This program contains six program elements.

## **6. Maine Transit Association (MTA) Update**

Following last month's overview/update on MTA, this presentation included more detail about the avenues currently being pursued. Letters were sent to senators and representatives outlining MTA's state funding priority recommendation. MTA is seeking more parity between rail, bus, and ferry systems in the state. Transit agencies are seeking to increase the percentage of funding received, currently at 13%, to be more in-line with rail (23%) and ferry (63%) funding. Also seeking more of a local match. Scheduling meetings with representatives and MDOT. MTA is asking for help in reaching out to the same group on behalf of these proposals.

## 7. PACTS Items

Last week, PACTS met and discussed ARPA funding. They have drawn down all of the \$53m in CARES Act funding. Attachments show in detail how those funds were split between four priorities, and percentages received by the top three agencies for Priority 1 (Maintaining Regional Transit Service) were: NNEPRA-39%; CBL-22%; and Metro, with higher ridership than all seven other regional agencies combined, received 16%.

American Rescue Plan Act Funding (ARPA) is \$8.1m. A portion will go to bridge the revenue gap through 2023. Metro scored well on its four applications. PACTS developed four funding scenarios (two focused on “Funding Operations First” and two to “Fund Highest Scoring Projects”) for the Policy Board’s consideration and presented them at the 3/1/22 PACTS Regional Transportation Advisory Committee meeting. The Committee voted to approve Option #3a, but with \$1m carved out of it for NNEPRA and CBL operations.

At this time, no word has come forward regarding extending the FTA mask mandate beyond the current cut-off of 3/18/22.

## 8. Future Agenda Items: none added at this meeting

- Executive Director’s Performance Evaluation (Apr-May)
- Collective Bargaining Agreement Renewal (May-June)
- PACTS Initiatives and Reforms (Ongoing)
- Agency Strategic Planning (Propose deferral to fall)
- Engaging New Stakeholders (TBD)

## 9. Upcoming Meetings

- Ridership Committee – March 17, 2022 at 4:00 p.m.
- Board of Directors – March 24, 2022 at 4:00 p.m.
- Finance Committee – April 6, 2022 at 4:00 p.m. – audit will be presented in May
- Executive Committee – April 13, 2022 at 3:30 p.m.

## 10. Adjournment

Paul Bradbury moved, seconded by Mike Foley, to adjourn. A roll call vote was taken by Greg Jordan, Executive Director. With approval by Mike Foley, Nat Tupper, Paul Bradbury, and Hope Cahan, **the motion passed unanimously by all those present, and the meeting adjourned at 5:00 p.m.**