

**Board of Directors – Executive Committee – via Zoom  
May 18, 2022 at 3:30 p.m.  
Meeting Minutes**

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**DRAFT Minutes of the Executive Committee Meeting of Wednesday, May 18, 2022 at 4:00 p.m. via Zoom**

<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 (4:03 p.m.)  
Paul Bradbury, Treasurer  
Nat Tupper, Secretary

**Staff and Guests:**

Greg Jordan, Executive Director  
Glenn Fenton, Chief Transportation Officer  
Shell Brooks, Finance Director  
Danielle Nemeth, Human Resources Director  
Debbie Fitzpatrick, Account Manager  
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 4:02 p.m. by Hope Cahan, President.**

**2. Public comment**

No members of the public were present.

**3. Approval of Meeting Minutes**

Nat Tupper moved, seconded by Paul Bradbury, to accept the minutes of the March 9, 2022 Executive Committee meeting as written. A roll call vote was taken by Lauren Shaw, Executive Assistant. With approval by Nat Tupper, Paul Bradbury, and Hope Cahan, **the motion passed unanimously by all those present.**

**4. Non-Union Salary Plan & Policies**

Following a brief review of the Non-Union Salary Plan & Policies, originally presented to the Committee on 3/9/2022, Greg shared the following in response to concerns and questions raised:

- 3% step increase, plus an increased COLA every year, is too much, and may increase the gap with union staff.
  - Should a COLA adjustment be offered, in addition to annual step increase, the amount should be based in part on an external benchmark (i.e., CPI) and subject to budget capacity and Board approval as part of the annual budget process

- Suggest more aggressive step increases happen in the first 1-5 years, then slow down. Locking into a specific formula is risky; those in the higher positions compound more quickly with annual 3% increases.
  - *Staff believes a uniform annual 3% step increase is fair, consistent, and aligns with public sector municipalities.*
- Nothing in the scale to promote longevity with annual step increases. 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.
  - *Staff concurs with this recommendation and Table 2: Wage/Salary Ranges and Steps has been modified accordingly*
- Redlining:
  - *Staff proposes to manage redlining risk in three ways: 1) COLA adjustments approved by the Board will have the effect of structurally increasing the entire compensation plan, and 2) completing bi-annual market studies and updating the pay bands and grades as deemed appropriate, and 3) conducting job audits for employees nearing redlining to determine if any change in pay band or grade is warranted. Additionally, it will be necessary for management to communicate clearly with staff on the market value of their positions.*

It will be written into the policy that ensures employees will get a COLA increase every year that allows a default to allow the annual cola to be a certain percentage of CPIU if the Board has not taken action before January 1, when COLA increases are scheduled to take effect.

Nat Tupper moved, seconded by Paul Bradbury, to move this item to the board and recommend its approval as presented. A roll call vote was taken by Lauren Shaw. With approval by Nat Tupper, Paul Bradbury, Mike Foley, and Hope Cahan, **the motion passed unanimously by all those present.**

## 5. PACTS Items

On March 24, the PACTS policy board, by a narrow 11-9 vote (with weighted voting it equaled 32-16?) approved a “middle ground” option on the allocation of ARPA funds. The majority went to and funded all or most of the projects proposed, with additional funding to NNEPRA and CBL for fare recovery because they have higher fare recovery ratios than bus systems. CARES Act money and ARPA equals roughly \$60 million, most of which has gone to offsetting revenue losses, with about 15% to transit improvements. Four agencies had not signed the split letter going into April. Several Portland Press Herald (PPH) articles and other items have been written in response to this decision:

- 4/1/22 PPH article about new transit investment.
- 4/5/22 PPH editorial on the importance of improving the region’s public transit.
- 4/28 PPH follow-up article explaining that several agencies that voted against spending plan have not yet signed the split letter.
- 4/29 Kristina Egan, GPCOG Executive Director, wrote an open letter to PACTS committee members clarifying points in the story and sharing an overview of the issues behind the stalemate.
- 5/5/22 PPH editorial, “Our View: Portland area transit agencies should stop blocking federal funds”
- 5/6 PPH article: “Stalemate persists over plans for Portland-area transit relief funding”
- 5/6/22 South Portland notified Kristina Egan of its intent to withdraw from GPCOG, to be considered in a budget workshop.

- 5/10/22 Kristina Egan follows up with a letter to city councilors. She, Jerre Bryant, and Amy Kuhn provide public comment at South Portland budget workshop.
- 5/11/22 PPH reports on the workshop outcome: “South Portland stops short of ending longstanding membership in regional planning agency.”

The items South Portland, BSOOB Transit, Casco Bay Lines, and NNEPRA want GPCOG to address before they sign the split letter were detailed in a 5/13/22 letter (attachment B for this item), will be discussed at the PACTS meeting next week.

Greg suggests sending a letter to the City of South Portland clearly stating that METRO is not trying to, now, nor has any plan to do so in the future, pursue administrative and operational consolidation with South Portland. Wording should also include “continuing to work together towards regional transit betterment.” Greg will present a draft letter to the Board next week for review and approval.

**6. Executive Session – Collective Bargaining Agreement (CBA)**

**7. Executive Session – Executive Director’s Performance Evaluation**

Paul Bradbury moved, seconded by Nat Tupper, to enter into a two-part Executive Session to 1. - discuss priorities related to renewal of the Collective Bargaining Agreement with ATU Local 714, pursuant to 1 MRSA Section 405 (6) (D) and, 2. - to review the Executive Director’s Evaluation pursuant to 1 MRSA, Section 405 (6) (A). Any action must be taken in public session. A roll call vote was taken by Lauren Shaw, Executive Assistant. With approval by Nat Tupper, Paul Bradbury, Mike Foley, and Hope Cahan, **the motion passed unanimously by all those present and the Committee entered into Executive Session at 4:55 p.m.**

**The Committee Exited Executive Session at 5:37 p.m.** Mike Foley left the meeting at this time.

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

- Executive Director’s Performance Evaluation (Apr-May) - COMPLETED
- 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 – June 16, 2022 at 4:00 p.m. – **May CANCELED**
- Board of Directors – May 26, 2022 at 4:00 p.m.
- Finance Committee – June 1, 2022 at 4:00 p.m.
- Executive Committee – June 8, 2022 at 3:30 p.m.

**10. Adjournment**

Nat Tupper moved, seconded by Paul Bradbury, to adjourn. A roll call vote was taken by Hope Cahan, Board President. With approval by Nat Tupper, Paul Bradbury, and Hope Cahan, **the motion passed unanimously by all those present, and the meeting adjourned at 5:38 p.m.**