



Special Board of Directors Meeting

Umpqua Public Transportation District

Thursday, August 29, 2024, 12:00 PM

3076 NE Diamond Lake Blvd, Roseburg, OR 97470

APPROVED MEETING MINUTES

Meeting called to order at 12:00 pm

Roll Call was called by General Manager, Cheryl Cheas

Mike Baker- P

Janice Baker- P

Doug Mendenhall- P

Michaela Hammerson- P

Natasha Atkinson- P

John Estill- P

Cathye Dewhirst Curreri- P

Pledge of Allegiance led by Director Atkinson

Discuss General Manager Contract

Cheryl discussed multiple options of online platforms to post the job description. Becky to post, after Cheryl sends her the contact information. Chair Hammerson discussed the current job description and options regarding temporary help. Director Atkinson stated that ODOT reached out to both Scott Chancey of Josephine County and Julie Brown of RVTD have some capacity to help UPTD. Chair Hammerson stated our attorney could draw up a contract. Vice Chair M. Baker stated both are very good.

Special Meeting set for September 4th, at 4:00 pm to discuss temporary help and possibly interview those candidates. Cheryl to send both Scott and Julie invites to the meeting.

Discuss Emergency Assessment Contract

Cheryl stated that ODOT does not agree that UPTD can bypass RFP process for this emergency assessment. Chair Hammerson stated we should post an RFP for a culture build position. Board members suggested LinkedIn and Indeed. Vice Chair Baker suggested to complete a formal RFP, asking ODOT for contract process to ensure we are 100% in compliance, as we are not hiring an employee. Board determined we should discuss procurement policy for all funding types at our next regular board meeting, as our policy is stricter than FTA/ODOT requirements.

Review Disciplinary Policy

Motion: Motion to amend disciplinary policy by Director Atkinson to read:

Management, which includes general manager, operations manager, HR manager, finance manager and all other management will take complaints directly to their supervisor, unless the complaint is about their supervisor.

In which case, the complaint will go to the next level of management or to the executive committee for investigation. If escalated, the executive committee will bring recommendations to the UPTD board of directors.

General Manager will not terminate members of senior management without prior board of director approval.

Motion seconded by Director Mendenhall

Motion carries. Vote: 7 – Aye, 0 – Nay, 0 – Abstain, 0 - Absent.

Moved to Executive Session Executive Session

ORS 192.660(2)(i) ORS 192.660 (8): To review and evaluate the performance of an officer, employee or staff member if the person does not request an open hearing. This reason for executive session may not be used to do a general evaluation of an agency goal, objective or operation or any directive to personnel concerning those subjects. **ORS 192.660(2)(h)** To consult with your attorney regarding your legal rights and duties in regard to current litigation or litigation that is more likely than not to be filed.

Motion: Motion to post both Interim General Manager and Interim Operations Manager positions immediately by Director Atkinson, seconded by Director Estill
Motion carries. Vote: 7 – Aye, 0 – Nay, 0 – Abstain, 0 - Absent.

Chair Hammerson requests Becky to post both positions immediately. Board goal is to interview next Wednesday. Becky asked if posting to transit sites only or include indeed. Chair Hammerson stated both places and we hope they have transit knowledge, and strongly encouraged. Director Atkinson, we need to state transit knowledge required for these two positions, as a need. Chair Hammerson stated it is in the job description, an experience level. Becky clarified interim only.

Meeting adjournment at 1:50 pm.

**NO AUDIENCE PARTICIPATION PERMITTED DURING THIS SPECIAL MEETING
NO CITIZEN PARTICIPATION – ON AGENDA ITEMS & NON-AGENDA ITEMS**

The Oregon Attorney General’s Public Records and Public Meetings Manual states that the Public Meetings Law is a public attendance law, not a participation law. “The right of public attendance guaranteed by Public Meetings Law does not include the right to participate by public testimony or comment [...] Governing bodies voluntarily may allow limited public participation at their meetings” (Attorney General Rosenblum, 2019, p. 155). Additionally, the Oregon Attorney General's Manual states, "The presiding officer has inherent authority to keep order and to impose any reasonable restrictions necessary for the efficient and orderly conduct of a meeting. If public participation is to be a part of the meeting, the presiding officer may regulate the order and length of appearances and limit appearances to presentations of relevant points. Any person who fails to comply with reasonable rules of conduct or who causes a disturbance may be asked or required to leave, and upon failure to do so becomes a trespasser. The law's requirement that ‘all persons be permitted to attend any meeting’ does not prevent governing bodies from maintaining order at meetings” (Attorney General Rosenblum, 2019, p. 156).