



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT (METRO)
PERSONNEL/HR STANDING COMMITTEE MEETING MINUTES*
MARCH 11, 2022 – 1:00 PM
MEETING HELD VIA TELECONFERENCE**

A regular meeting of the Personnel/HR Standing Committee of the Santa Cruz Metropolitan Transit District (METRO) was convened on Friday, March 11, 2022, via teleconference.

The Committee Meeting Agenda Packet can be found online at www.SCMTD.com. *Minutes are “summary” minutes, not verbatim minutes. Audio recordings of Board meeting open sessions are available to the public upon request.

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1 CALLED TO ORDER by Director Pageler at 12:58 PM.

2 ROLL CALL: The following Directors were **present** via teleconference, representing a quorum:

Director Jimmy Dutra, 2022 Board Vice Chair
Director Donna Lind, Immediate Past Board Chair
Director Bruce McPherson
Director Larry Pageler, 2022 Board Chair
Director Kristen Petersen

City of Watsonville
City of Scotts Valley
County of Santa Cruz.
County of Santa Cruz
City of Capitola

Dawn Crummié
Julie Sherman

METRO Interim CEO/General Manager
METRO General Counsel

3 ADDITIONS OR DELETIONS FROM AGENDA/ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

Having none, Director Pageler moved to the next agenda item.

4 ORAL AND WRITTEN COMMUNICATIONS TO THE PERSONNEL/HR STANDING COMMITTEE

Hearing none, Director Pageler moved to the next agenda item.

5 REVIEW REQUEST FOR AUTHORIZATION OF PROVISIONAL INFORMATIONAL TECHNOLOGY PROJECT COORDINATOR POSITION IN THE INFORMATIONAL TECHNOLOGY DEPARTMENT

Isaac Holly, IT and ITS Director, addressed this item. He said METRO will be implementing an Enterprise Resource Planning (ERP) solution. It is a multi-phased project that will require an IT Project Coordinator to interface with the vendor and METRO stakeholders. This is a two-year provisional position. Director Rotkin inquired if this provisional position will need to continue after the ERP is in place. Mr. Holly responded that he believes the project will be completed within the two-year period; but will evaluate at that time if there is an ongoing need for the position.

No public comment.

MOTION: REQUEST THE FULL BOARD TO AUTHORIZE A PROVISIONAL INFORMATIONAL TECHNOLOGY PROJECT COORDINATOR POSITION IN THE INFORMATIONAL TECHNOLOGY DEPARTMENT

MOTION: DIRECTOR LIND

SECOND: DIRECTOR DUTRA

MOTION PASSED WITH 3 AYES (Directors Dutra, Lind, and Pageler). Directors McPherson and Petersen were absent.

6 REVIEW REQUEST TO AUTHORIZE FUNDING THE LEAD PARTS AND MATERIALS CLERK POSITION AND DE-FUNDING A PARTS AND MATERIALS CLERK POSITION

Chuck Farmer, CFO, spoke to this item and proposed METRO take an existing position of Parts and Materials Clerk and upgrade it to a Lead Parts and Materials Clerk to ensure coverage in the Parts Department seven days a week. This would allow us to have a point person or lead on site in the evenings and on the weekends. Dawn Crummié, Interim CEO/General Manager and HR Director, added that we currently have a vacant, funded Parts and Materials Clerk position available and we have an unfunded Lead Parts and Materials Clerk. We are essentially defunding the clerk position and funding the lead position. It is not an additional position.

Director Dutra asked for clarification between a lead and supervisor's responsibilities and if a lead can discipline. Interim CEO/GM and HR Director Crummié added that the lead position would delegate, train, and have input on reviews. Actual discipline, depending on the situation, would most likely come from the supervisor with the lead's input. Director Dutra asked if one of the clerks currently employed will become a lead. Ms. Crummié said METRO will open a recruitment to make it a fair process.

No public comment.

MOTION: REQUEST THE FULL BOARD TO AUTHORIZE FUNDING THE LEAD PARTS AND MATERIALS CLERK POSITION AND DE-FUNDING A PARTS AND MATERIALS CLERK POSITION

MOTION: DIRECTOR DUTRA

SECOND: DIRECTOR LIND

MOTION PASSED WITH 3 AYES (Directors Dutra, Lind, and Pageler). Directors McPherson and Petersen were absent.

7 ADJOURNMENT

Director Pageler adjourned the meeting at 1:08 PM.

Respectfully submitted,

Donna Bauer
Executive Assistant