



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT (METRO)
PERSONNEL/HR STANDING COMMITTEE MEETING MINUTES*
FEBRUARY 12, 2021 – 10:30AM
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, February 12, 2021, 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 **CALL TO ORDER** at 10:33PM by Director Rotkin.

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

Director Donna Lind, 2020 Board Vice Chair
Director Larry Pageler
Director Aurelio Gonzalez
Director Mike Rotkin, 2020 Board Chair
Vacant, Immediate Past Board Chair

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

Alex Clifford
Julie Sherman

METRO CEO/General Manager
METRO General Counsel

METRO EMPLOYEES AND MEMBERS OF THE PUBLIC WHO VOLUNTARILY INDICATED THEY WERE PRESENT (IN ALPHABETICAL ORDER) WERE:

Margo Ross
Dawn Crummié

METRO COO
METRO HR Director

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

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

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

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

There was no public comment:

5 **ADOPTION OF AN AMENDED CHAPTER 4 TO TITLE I OF THE SANTA CRUZ METRO ADMINISTRATIVE CODE POLICY FOR LOST AND FOUND ITEMS**

Margo Ross, COO, spoke to the agenda item and the need to amend the policy due to the COVID-19 environment and changes to the Customer Service hours of operation.

At the request of Chair Rotkin, COO Ross, used umbrellas as an example of over-accumulated items during the rainy season, and noted with the change in Customer Service hours, we needed to align pick-up services during this timeframe. Julie Sherman, General Counsel, added that retaining lost items for 90 days is required by statute.

Director Pageler inquired as to the auction frequency of these items. COO Ross noted that the lost and found items are included with the excess vehicles and assets as needed. COO Ross added that rental bikes are sometimes left behind which requires a different handling. Greg Willis, Purchasing Manager, elaborated further on the auction process.

Director Gonzalez asked if items lost in Watsonville are taken to Santa Cruz. COO Ross answered yes; all items are taken to Santa Cruz, as there is not adequate storage space at the Watsonville Transit Center. CEO Clifford added that METRO has no way of knowing where a lost item originated.

Director Lind suggested that some items be donated to local nonprofits. Director Rotkin asked General Counsel Sherman to research the parameters of donating these items to a nonprofit. General Counsel Sherman will investigate and advise regarding how this might affect the use of public funds. She also clarified that the policy provides that any items that are unsold after auction may be disposed of however the agency sees fit, which would include donations to non-profits.

General Counsel clarified the edits requested by Director Gonzalez as:

- Combine Subsection H with Section B
- Subsection H to be moved up under Section B7

Director Lind suggested that the items with serial numbers be provided to Santa Cruz Police Department to ensure they have not been reported as stolen, as this could be a problem for an innocent buyer. COO Ross will add this to the procedure. General Counsel Sherman clarified this subject matter will not be in the public facing document before the committee today, but become part of the staff procedures.

Rina Solorio, Customer Service Manager, explained the Customer Service lost and found process to the assembly.

There was no public comment.

MOTION TO APPROVE THE AMENDED CHAPTER 4 TO TITLE I OF THE SANTA CRUZ METRO ADMINISTRATIVE CODE POLICY FOR LOST AND FOUND AS PRESENTED WITH THE STATED RECOMMENDATIONS

MOTION: DIRECTOR LIND

SECOND: DIRECTOR PAGELER

MOTION PASSED UNANIMOUSLY

6 REVIEW REQUEST FOR EXTENSION OF THE EMERGENCY PAID SICK LEAVE (EPSL) FOR COVID-19 IMPACTS

Dawn Crummié, HR Director, elaborated on the agenda item and explained how the introduction of a new program could affect the employee's use of accruals.

Public comment.

James Sandoval, speaking for the Operators, related his personal experience using vacation accruals and expressed his gratitude to Ms. Crummié for implementing this program for the employees' benefit.

MOTION TO RECOMMEND APPROVAL TO THE FULL BOARD OF THE REQUEST FOR EXTENSION OF THE EMERGENCY PAID SICK LEAVE (EPSL) FOR COVID-19 IMPACTS AS PRESENTED

MOTION: DIRECTOR PAGELER SECOND: DIRECTOR GONZALEZ

MOTION PASSED UNANIMOUSLY

7 ADJOURNMENT

Director Rotkin adjourned the meeting at 11:05AM.

Respectfully submitted,
Gina Pye
Executive Assistant