



WORCESTER REGIONAL TRANSIT AUTHORITY
PERSONNEL COMMITTEE MINUTES
April 16, 2020

WRTA ADVISORY BOARD PERSONNEL COMMITTEE MEETING

Chairperson Belanger called the meeting to order at 8:31 a.m.

ATTENDANCE

Committee members in attendance via conference call were Mark Binnall, Doug Belanger, Kristen Las, Adam Menard, Gary Rosen, Robert Spain, and Bill Lehtola. Others: Meaghan Lyver.

CHAIRPERSON GAVE AN OVERVIEW OF THE EVALUATION PROCESS

Chairperson Belanger informed the committee that the present evaluation form was adapted for the Administrator's review. The review covers extensions for 2019 to 2020 contracted dates. The committee will continue to work on specific goals and objectives going forward within the next year's contract. The WRTA has experienced (like other transit organizations) challenges identifying new objectives during and anticipating needs for the post pandemic era. The Administrator is preparing his goals and objectives going forward and will update the full board of his progress during the meeting of April 23.

CONDUCT ADMINISTRATOR'S REVIEW AND PRESENTING THEIR SCORES & COMMENTS

Committee members individually gave their scores. Comments pertaining to improvements centered on the need for enhancing communication with the board members. Additional regular notifications were the common consensus.

Mark Binnall - 247. Mr. Lipka is doing a great job.

Kristen Las - 215 Seeking better communication with the board members (acknowledged that the board responsibilities are policy related) regarding background information/updates via email.

Gary Rosen - 238 Mr. Lipka was responsive and reasonable when dealing with the Union as well as dealing with the budget. Overall, Mr. Lipka has been responsive to inquiries regarding his position on the board. There would be benefits if the advisory board received additional background information.

Robert Spain - 242 Agreed with Gary and Kristen regarding better communication to the advisory board about background information. In doing so it may assist in the length of time for resolutions. Robert Spain commented that Mr. Lipka has done remarkably well in the situation.

Communities Served:

Auburn	Brimfield	Douglas	Grafton	Millbury	North Brookfield	Paxton	Southbridge	Wales	West Boylston
Barre	Brookfield	Dudley	Holden	New Braintree	Oakham	Princeton	Spencer	Warren	West Brookfield
Berlin	Charlton	East Brookfield	Holland	Northborough	Oxford	Rutland	Sturbridge	Webster	Worcester
Boylston	Clinton		Leicester	Northbridge		Shrewsbury	Sutton	Westborough	



Bill Lehtola – 270 Improvement on communicating with the advisory board on background information, activities and goals.

Doug Belanger – 275 Doug Belanger stated that his communication with the Administrator has been consistently responsive regarding issues pertaining to his board duties as well as other areas of his expertise. Doug Belanger in response to the comments members made for improvement of communication; suggested a bi-weekly summary of ideas and projects as a viable addition. Doug Belanger commented on the challenges Mr. Lipka walked into as well as the continuous re-evaluating of objectives as applied company’s needs. Meghan Lyver read the aggregated score for Mr. Lipka which was 248.

Chairperson Belanger stated that the contract terms were for a 2% raise and was voted on by the full advisory board. *As a review: The next contract year will be July 1, 2020 to June 30, 2021 with an additional one year option (July 1, 2021 through June 30, 2022) with each new contract year would increase the contracted salary by 2% of his annual base, with all other terms and conditions extended accordingly. (Added ERP form files)*

PERSONNEL COMMITTEE MEMBERS BUSINESS

Robert Spain commented on Committee’s need to set goals and objectives for the Administrator pertaining to the next review. Robert Spain acknowledged the difficult challenges that Mr. Lipka stepped into and that this present review was a retroactive review. Chairperson Belanger stated that at the full board meeting on the 23rd of April Mr. Lipka would be submitting his goals and objectives. This outline would be refined in 6 months to meet the ever changing challenges presented by the Covid-19 pandemic. Mark Binnall asked if the questions on the evaluation form could be cut in half. Chairperson Belanger stated that the present WRTA Administrator Performance Evaluation Tool form can be fine-tuned as the goal and objectives are better defined by the committee.

ADJOURNMENT

Chairperson Belanger asked for a motion to adjourn. On motion by Robert Spain, seconded by Bill Lehtola, (by roll call vote) the Personnel Committee meeting adjourned at 8:49 a.m., the vote was carried.

- Mark Binnall yes
- Doug Belanger yes
- Kristen Las yes
- Gary Rosen yes
- Robert Spain yes
- Bill Lehtola yes

Minutes prepared by Elizabeth Pokoly

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