



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT (METRO)
PERSONNEL/HUMAN RESOURCES STANDING COMMITTEE
MEETING MINUTES*
FEBRUARY 9, 2024 – 10:30 AM**

A regular meeting of the Personnel/Human Resources Standing Committee of the Santa Cruz Metropolitan Transit District (METRO) was convened on Friday, February 9, 2024.

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 Kalantari-Johnson at 10:30 AM.
- 2 **ROLL CALL:** The following Directors were **present** via teleconference, representing a quorum:

Director Kristen Brown	City of Capitola
Director Rebecca Downing	County of Santa Cruz
Director Shebreh Kalantari-Johnson	City of Santa Cruz
Director Donna Lind	City of Scotts Valley
Director Larry Pageler	County of Santa Cruz

Michael Tree	CEO/General Manager
Julie Sherman	METRO General Counsel

- 3 **ORAL AND WRITTEN COMMUNICATIONS TO THE PERSONNEL/HUMAN RESOURCES STANDING COMMITTEE**
Having none, Director Kalantari-Johnson moved to the next agenda item.
- 4 **ADDITIONS OR DELETIONS FROM AGENDA/ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS**
Having none, Director Kalantari-Johnson moved to the next agenda item.
- 5 **REVIEW REQUEST TO AUTHORIZE FUNDING FOR A SPECIAL PROJECTS MANAGER IN THE FINANCE DEPARTMENT**
Chuck Farmer, Chief Financial Officer, spoke to this item and requested the Board Members to authorize the funding for a Special Projects Manager. METRO will defund the current Project Manager position to fund the Special Projects Manager position.

Director Pageler asked CFO Farmer to speak to the financial considerations. CFO Farmer commented that Human Resources performed the class and comp study, and it came back with a recommendation of a 15% salary increase due to incorporating more responsibilities with the revised position.

Director Downing asked if the experience changed in the job description. CFO Farmer said we are not requiring project manager licensing.

Jordan Vascones, SEIU Local 521, SEA President, said he reviewed the minimum qualifications for this position—a four-year bachelor's degree and four years of project management experience. He requested the recruitment process be followed in a fair and ethical manner and these minimum qualifications are met. If there is an appointment of someone who does not meet these minimum qualifications, it sets an ugly precedent. Many concerns have been raised by union members, one being that they are unable to apply for positions because they do not have a four-year college degree.

Gabriela Gonzalez, SEIU Local 521, SEA Vice President, asked for clarification on the job posting guidelines for this recruitment and what happens if you only get one applicant, and that person is not qualified? Does it mean the position remains open until filled?

Dawn Crummié, Human Resources Director, responded to how the process works. Normally, we would go out for a 30-day recruitment period; however, some positions need to be filled on a faster basis and provided some recent examples. If we only get one or two applicants and neither checks all of the requirement boxes, we will do an interview process and if one of those candidates scores higher in the interview, then the hiring manager will put together a summary of why that candidate was chosen above the other candidates.

Director Kalantari-Johnson suggested METRO articulate clearly in the job description the criteria it is looking for in a candidate and that an interview will be weighed and scored. Ms. Crummié pointed out that in the job description it states under minimum qualifications, "Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying." She offered to elaborate further if the Board Members felt it would be helpful. Director Kalantari-Johnson felt this should be sufficient and requested a discussion with Mr. Vascones after the meeting.

MOTION: REQUEST THE FULL BOARD TO AUTHORIZE FUNDING FOR A SPECIAL PROJECTS MANAGER IN THE FINANCE DEPARTMENT

MOTION: DIRECTOR PAGELER

SECOND: DIRECTOR DOWNING

MOTION PASSED WITH 3 AYES (Directors Downing, Kalantari-Johnson, and Pageler). Directors Brown and Lind were absent.

Hearing nothing further, Board Chair Kalantari-Johnson moved on to the next agenda item.

6 REVIEW REQUEST FOR AUTHORIZATION AND FUNDING OF UP TO A MAXIMUM OF TWENTY-THREE (23) TRANSIT SUPERVISORS

Margo Ross, Chief Operations Officer, spoke to this item and highlighted the need for additional Transit Supervisors to assist with the supervision of the additional Bus Operators that will be hired in the next two to three years due to the rollout of the Reimagine METRO Program. She emphasized that METRO is not hiring all these positions at once and the current need is for an additional two Transit Supervisors within the next year.

Director Pageler said this is a broad picture of what we need to do as we expand and glad it is being addressed.

Director Kalantari-Johnson asked if this would come from the TIRCP funding and COO Ross confirmed it will.

Ron Bushnell, SEIU 521, PSA President, said he represents the Transit Supervisors at METRO and said they are in full support of this request. We are growing and expanding and will need additional staffing.

MOTION: REQUEST THE FULL BOARD TO AUTHORIZE AND FUND UP TO A MAXIMUM OF TWENTY-THREE (23) TRANSIT SUPERVISORS

MOTION: DIRECTOR DOWNING

SECOND: DIRECTOR PAGELER

MOTION PASSED WITH 3 AYES (Directors Downing, Kalantari-Johnson, and Pageler). Directors Brown and Lind were absent.

Hearing nothing further, Director Kalantari-Johnson moved to the next agenda item.

7 ADJOURNMENT

Director Kalantari-Johnson adjourned the meeting at 10:45 AM.

Respectfully submitted,

Donna Bauer
Executive Assistant