

**PVTA
Pioneer
Valley
Transit
Authority**

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**DRAFT
MINUTES OF PVTA'S
ADMINISTRATOR'S COMPENSATION COMMITTEE MEETING
March 18, 2024**

The Compensation Committee meeting of the Pioneer Valley Transit Authority was held on Monday, March 18, 2024 at 2:00 P.M. remotely in accordance with Chapter 2 of the Acts of 2023, supplemental state budget provisions for Fiscal Year 2023, authorizing public bodies to continue to hold entirely remote meetings, or so-called "hybrid" meetings, upon the provision of "adequate, alternative means" of public access, until March 31, 2025.

PRESENT:

Doug Slaughter, Amherst; Mark Gold, Longmeadow

NOT PRESENT:

N/A, all members present.

1. CALL TO ORDER

A quorum being present, Chairman of the Compensation Committee, Mark Gold, called the meeting of the Compensation Committee to order at 2:02 P.M.

2. APPROVAL OF MINUTES OF MAY 10, 2023 COMPENSATION COMMITTEE MEETING

Chairman Gold asked for a motion from the Compensation Committee to approve the Compensation Committee minutes of May 10, 2023. Minutes were distributed prior to this meeting for review by the committee.

Motion: Moved and seconded (Slaughter/Gold) to approve the Compensation Committee minutes of May 10, 2023.

Chairman Gold asked if there was any discussion, hearing none, asked for a roll call vote.

Doug Slaughter – Yes

Mark Gold – Yes

Motion passed by a 2-0 vote.

3. PUBLIC COMMENT

Chairman Gold asked if there were any public comments. No public comments were made.

4. DISCUSSION OF FY 2024 REVIEW PROCESS

Mr. Slaughter and Mr. Gold discussed the Administrator Review document that was used in prior years to solicit feedback on Ms. Sheehan's performance. The completed form has been useful in prior years as feedback to the Administrator as well as in the salary administration (adjustment) for the administrator.

It was concluded that there was no feedback from last year's performance review process that would lead us to modify the review form. Mr. Slaughter noted that several of the COVID specific questions can likely be adjusted, and Mr. Gold agreed to make those adjustments.

Based on the discussion of this committee, Mr. Gold agreed to review the performance feedback form and update it for FY 2024. On behalf of the committee, he will also request Brandy Pelletier distribute the Administrator feedback form to members of the Advisory Committee to evaluate the Administrator over the prior 12 months (end of FY '23, first 2/3 of FY '24). The committee also agreed that Mr. Gold would write a cover letter for Ms. Pelletier to distribute to the advisory committee members with the form. We will ask for the completed form to be returned to the PVTA office in 2-3 weeks (mid- to end of April).

5. REVIEW AND DISTRIBUTION OF EXECUTIVE DIRECTOR REVIEW DOCUMENTS

Based on the discussions of this committee, Mr. Gold agreed to review the performance feedback form and update it for FY 2024. On behalf of the committee, he will also request Brandy distribute the Administrator feedback form to members of the Advisory Committee to evaluate the Administrator over the prior 12 months (end of FY '23, first 2/3 of FY '24). The committee also agreed that Mr. Gold would write a cover letter for Ms. Pelletier to distribute to the advisory committee members with the form. We will ask for the completed form to be returned to the PVTA office in 2-3 weeks (mid- to end of April).

6. AGENCY SALARY INFORMATION NEEDED FOR FUTURE DISCUSSIONS

When the administrator's performance appraisal documents are returned to the agency, this committee will meet again to review the Administrator's salary and recommend to the Advisory board both a salary increase and any other contract modifications that may be appropriate to offer the Administrator.

To facilitate these next steps, this committee has noted that the FY 2025 budget for the PVTA includes an overall salary increase of 3% for employees. A budget recommending these increases is likely to be presented to the Advisory Board at their next meeting. The committee will request of Brandy Pelletier to provide any additional salary guidelines that the agency may be using for 2025 salary adjustments.

The committee will also use the intervening time while the Administrator's performance documents are being completed to solicit of Ms. Sheehan any contract modifications that she requests be considered as part of the 2024 review and compensation recommendation that will be made to the Advisory Board.

7. SCHEDULE OF NEXT MEETING

The next meeting of the compensation committee will be scheduled for late April or early May, 2024 following the completion and return of the performance review documents. Although the exact date was not set, Mr. Gold and Mr. Slaughter prefer either a Monday or a Friday for this next meeting.

8. ADJOURNMENT

Chairman Gold asked for a motion to Adjourn.

Motion: Moved and seconded (Slaughter/Gold) to Adjourn.

Doug Slaughter – Yes

Mark Gold – Yes

Motion passed by a 2-0 vote.

The meeting of the PVTA Compensation Committee adjourned at 2:20 P.M.

A TRUE RECORD

ATTEST: _____
MARK GOLD

Documents filed with Compensation Committee Meeting packet:
March 18, 2024 Minutes