



Salem Area Mass Transit District
Board of Directors Work Session Minutes

Senator Hearing Room: 555 Court St. NE, Salem, Oregon 97301
July 13, 2023

Attendees:

Board: President Ian Davidson, Directors Ramiro Navarro Jr., Sadie Carney, Maria Hinojos Pressey, Sara Duncan and Bill Holmstrom

Staff: General Manager Allan Pollock, Deputy General Manager David Trimble, CHRO Christina Conner, CFO Denise LaRue, CCO Patricia Feeny, COO Tom Dietz, Commuter Options Coordinator Kiki Dohman, Executive Assistant Crisandra Williams, and Executive Assistant Kirra Pressey.

Guest: Legal Counsel Sara Sayles (Virtual).

I. CALL TO ORDER

President Ian Davidson called the work session to order at 6:37 p.m.
Attendance was noted and a quorum was present.

II. PRESENTATION(S) | DISCUSSION(S)

A. Overview of Group Pass Program

Presenter: Commuter Options Coordinator Kiki Dohman

Staff Report: Pg. 3-4

DGM Trimble introduced Cherriots Commuter Options Coordinator Kiki Dohman who provided a brief overview of the Group Pass Program. She also presented details for Group Pass Programs from surrounding areas, including TriMet and Lane Transit District. In addition she shared FY24 goals and potential enhancements for the program.

B. Google Drive Orientation

Presenter: Executive Assistant Kirra Pressey

Staff Report: Pg. 5-7

Executive Assistant Kirra Pressey presented the new Board of Director's shared file on Google Drive. She discussed the different folders and provided tutorials on two new Google Forms, one for contact information updates and the other for service logs.

C. Board Stipend Renewal

Presenter: GM Pollock

GM Pollock discussed the required Board Stipend forms, indicating all Board members would need to fill out the form and turn it in to the Clerk of the Board. Both GM Pollock and Legal Counsel Sara Sayles were able to answer and/or provide clarification for all questions received from the Board.

D. FY24 Committee Assignment Review

Presenter: GM Pollock

Staff Report: Pg. 8-10

GM Pollock provided an overview of the current Board committees and introduced the possibility of leaving certain committees unassigned allowing for a potential rotation of members. Newly elected President Hinojos Pressey asked Board members to reach out directly to request their new assignments.

E. Review of Employee Engagement Survey

Presenter: GM Pollock

Staff Report: Pg. 11-19

GM Pollock discussed the process of the Employee Engagement Survey and presented the results, offering a side-by-side comparison of the first and second wave of surveys. He also discussed next steps, which includes ways to communicate the results to employees and develop effective strategies to address factors noted in the survey.

III. GENERAL MANAGER COMMENTS

A. Upcoming Board Agenda Items

B. Board Calendar Review

Presenter: GM Pollock

Staff Report: Pg. 20-21

GM Pollock discussed upcoming Board agenda items, noting 'outgoing and incoming leadership remarks' will be added to the July Board Meeting agenda. He also discussed upcoming calendar events, including the Bus Roadeo taking place this Saturday, July 15th at 9:00 a.m.

IV. WORK SESSION ADJOURNED

President Ian Davidson Adjourned the work session at 8:21 p.m.