



Executive Committee Meeting

October 12th, 2023 1:00PM

Zoom

Agenda

1) Call to Order

2) Public Comment

Members of the public in attendance of today's meeting have an opportunity to provide public comment on today's agenda items.

3) Approval of April 11th, 2023 BACTS Executive Committee Meeting Minutes (Attachment A)

4) BACTS Staff Merit Cap

Staff Report

Per BACTS Personnel Policies and Procedures, the Executive Committee is responsible for setting the cap for merit increase for eligible BACTS Staff.

Proposed Action - *Set the merit cap for the Executive Director to use when conducting BACTS Staff annual reviews.*

5) BACTS Executive Director - Leave and Scheduling Discussion

Staff Report

Staff would like to update the Committee regarding upcoming leave and necessary scheduling accommodations during the next few months.

Proposed Action - *For discussion only.*

6) BACTS Hours

Staff Report

Staff would like to discuss with the Committee BACTS Office hours.

Proposed Action - *For discussion only.*

7) BACTS Contracts

Staff Report

Discussion with the Committee regarding contracts for 2024.

Proposed Action - *For discussion only.*

8) BACTS Executive Director Annual Performance Evaluation

Staff Report

Discussion with the Committee on the scheduling and logistics of the Executive Director performance evaluation.

Proposed Action - *For discussion only.*

9) BACTS Bylaws Update

Staff Report

Staff would like to discuss with the Committee various small changes to be discussed for the BACTS bylaws.

Proposed Action - For discussion only.

10) BACTS Office Space

Staff Report

Staff would like to update the Committee regarding the status of Office move.

Proposed Action - For discussion only.

11) Upcoming Meetings

Policy Committee - November 28th, 2023

Transit Committee - December 13th, 2023

Executive Committee - TBD



Attachment A

Executive Committee Meeting

April 11th, 2023 9:00AM

Zoom

Minutes

1) Call to Order at 9:22AM

2) Public Comment

No public comments.

3) Approval of February 9th, 2023 BACTS Executive Committee Meeting Minutes

Minutes from the meeting were approved unanimously.

4) BACTS Staffing Levels

Staff Report

Sara Devlin communicated with the committee that based on current contracts and anticipated grants, there is a need for an additional staff person. The committee discussed the job description and title, as well as possible work load for the new hire. Staff will develop a job description and job posting for John and Belle to review, with the goal to post the position the week of April 17th, 2023.

5) BACTS Hours

Staff Report

Staff would like to discuss with the Committee BACTS Office hours.

Sara Devlin discussed that staff has requested a four day work week to be considered. The committee discussed a variety of work week options, and concerns around long work days. Ultimately the committee decided on four 10 hour days, for a trial period during the summer months. Office hours will be revisited in Fall 2023.

6) BACTS Office Space

Staff Report

Staff would like to discuss with the Committee various options for the BACTS office space.

On hold- no discussion

7) Upcoming Meetings

Policy Committee - April 18th, 2023

Transit Committee - June 14th, 2023

Executive Committee - July 13th, 2023

Meeting called to adjourn at 10AM.