



## **Executive Committee Meeting**

**December 9th, 2024 2PM**

**via 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 November 7th, 2024 BACTS Executive Committee Meeting Minutes (Attachment A)**

**4) UPWP - Local Match Calculation Discussion**

**Staff Report**

BACTS Staff have finalized figures for member population, VMT, and lane miles. Discussion regarding formula development for UPWP contribution from each member for coming years.

***Proposed Action*** - For discussion only.

**5) Paid Family Medical Leave Act**

**Staff Report**

Maine's Paid Family and Medical Leave (PFML) Program begins in January 2025. Employers with less than 15 employees may withhold up to 0.5% of employees wages beginning with the first pay date in January 2025 (for BACTS this will be for PPE 12/28/2024). Employers may elect to withhold all or a portion of this tax from employees wages or may choose to pay the tax on the employees behalf.

***Proposed Action*** - Authorize BACTS to pay the 0.5% PFML tax starting with PPE 12/28/2024.

**6) Fair Labor Standards Act Compliance (Attachment B)**

**Staff Report**

Original From 11/7/24 - BACTS Staff will discuss proposed updates to BACTS Salary Scales, to bring into accordance with [FLSA](#) exempt employee threshold effective 1/1/25. Included in proposed changes are adding an additional scale for Associate Planner (this would be an entry level, hourly employee).

Update - BACTS Staff had a discussion with a member of the Executive Committee to ensure BACTS policies are in compliance with classification of exempt employees in the organization. Additionally, since the last Executive Committee meeting, legal guidance has been updated. The anticipated new salary threshold in Maine is \$43,951 for 2025. BACTS Staff have proposed adjusting the previously delivered Salary Scales for the Planner position to expand the starting wage for this position, the starting wage is still above the required threshold. Also, the scales for the Associate Planner position have been adjusted accordingly.

All salary scales for the organization have also been adjusted to reflect the 3% COLA, approved at the previous Executive Committee meeting.

***Proposed Action*** - Approve updated BACTS Salary Scales.

## 7) Health Insurance Coverage

### Staff Report

Since 2022, BACTS has paid 100% of health, dental, and vision insurance for employee only plans (75% of additional cost for other plan offerings). This year, health insurance costs are increasing 9%, this equates to around an additional \$1,250 / employee for employee only plans.

Staff have two options to recommend - 1) keep coverage rates as they are and BACTS cover the additional cost 2) adjust the employer contribution for plans to as such - 95% coverage for employee only plans and 70% for other plan options. This brings the total increased price for BACTS for employee only plans to around \$460/employee.

***Proposed Action*** - Approve one of the proposed options for effect starting 1/1/25.

## 8) Upcoming Meetings

Policy Committee - November 19th, 2024

Transit Committee - TBD

Executive Committee - To be discussed



**Attachment A**

**Executive Committee Meeting**

**November 7th, 2024 1:00PM**

**Brewer City Council Chambers**

**Minutes**

*Attendees: Jeremy Caron, Linda Johns, Amy Ryder, Mitch Stone*

*Staff: Sara Devlin*

**1) Call to Order- 1:02 pm**

**2) Public Comment**

No comments

**3) Approval of August 6th, 2024 BACTS Executive Committee Meeting Minutes**

Linda Johns recommended adding attendees to the minutes. A motion was made to approve the minutes with the addition of the attendees. Amy Ryder moved the motion, Mitch Stone seconded. All approved.

**4) UPWP - Local Match Calculation Discussion**

**Staff Report**

The committee discussed and recommended a follow up meeting to discuss with staff. Staff will develop three funding scenarios for the committees to review and discuss at the next Executive Committee meeting, prior to the Decemer Policy Committee meeting. The intent is to roll out a new local match structure in 2025.

**5) BACTS Salary Scales**

Committee members discussed, and recommended a follow up discussion with staff and Mtich Stone to review all requirements of FLSA and to verify BACTS' compliance with the new standards. The Committee will approve changes at the next meeting.

**6) Merit Increase Cap and Cost of Living Adjustment Discussion**

Committee discussed and approved a 3% COLA to be applied to the salary scale and a merit cap of 3%. Amy Ryder provided the motion, Linda Johns seconded. All were in favor.

**7) BACTS Office Manager Title / Position Adjustment**

Committee members discussed and approved the title change and position adjustment for the current office manager role, changing it to Administrative and Finance Manager. Linda Jones made the motion to accept title change and position adjustment, Amy Ryder seconded the motion. All were in favor.

**8) Executive Session - Executive Director Annual Review**

Amy Ryder made a motion to enter Executive for the review of the Executive Director, Mitch Stone seconded the motion. All were in favor.

Mitch Stone made a motion to exit Executive Session, Amy Ryder seconded. All in favor.

Mitch Stone made a motion to adjourn the meeting, Amy Ryder seconded the motion, all were in favor. Adjournment at 2:32.