



# **MONTEREY-SALINAS TRANSIT BOARD ADMINISTRATIVE PERFORMANCE COMMITTEE MEETING AGENDA**

**July 13, 2020**

**Time: 9:00 AM Pacific Time (US and Canada)**

Governor Newsom's COVID-19 Executive Order N-25-20 allows MST to hold meetings via teleconference and to make meetings accessible electronically to protect public health. The July 13, 2020 meeting of the Board Administrative Performance Committee will be held via Zoom conference. There will be NO physical location of the meeting. The public is asked to use the Zoom app for best reception. There may only be limited opportunity to provide oral comments during the meeting. Persons who wish to make public comment on an agenda item are encouraged to submit comments in writing by email to MST at [clerk@mst.org](mailto:clerk@mst.org) by 3:00 pm on Friday, July 10, 2020; those comments will be distributed to the legislative body before the meeting. Members of the public participating by Zoom are instructed to be on mute during the proceedings and to speak only when public comment is allowed, after requesting and receiving recognition from the Chair. Prior to the meeting, participants should download the Zoom app at: <https://zoom.us/download> A link to tutorials for use of the Zoom app is: <https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials> and <https://support.zoom.us/hc/en-us/articles/209743263-Meeting-and-Webinar-Best-Practices-and-Resources>

## **REMOTE CONFERENCE ONLY**

### **Join from PC, Mac, Linux, iOS or Android:**

<https://zoom.us/j/93499251302?pwd=KzhhdGp2SlluS0Vkv0VZUGwvWGIRdz09>

Meeting ID: 934 9925 1302

Password: 132854

One tap mobile

+16699006833,,93499251302#,,,0#,,132854# US (San Jose)

+12532158782,,93499251302#,,,0#,,132854# US (Tacoma)

Dial by your location

+1 669 900 6833 US (San Jose)

# ***MST AGENDA & MEETING NOTICE***

**Group:** Board Administrative Performance Committee (BAPC)

**Directors:** Alejo, Barrera (Chair), Clark (Vice Chair), Martinez, O'Connell, Pacheco

**Staff:** Carl Sedoryk, General Manager/CEO, Lisa Rheinheimer, AGM, Kelly Halcon, Director of HR and Risk Management, Robert Weber, Chief Operating Officer, Norman Tuitavuki, Deputy Chief Operating Officer, Mark Eccles, Director of Information Technology, Michelle Overmeyer, Director of Planning and Innovation

**Date:** July 13, 2020

**Time:** 9:00 am

*The BAPC Committee provides policy direction to the Board and monitor performance in areas of Finance and Budget, Procurement, Legislative, Intergovernmental Relations, Business Development, Planning, Marketing, and Customer Service, Regulatory Compliance, Risk Management, Employee Compensation/Benefit Programs, and Information Technology.*

1. Call to order.
2. Public comment on matters not on the agenda.

*Members of the public may address the Committee on any matter related to the jurisdiction of MST but not on the agenda. There is a time limit of not more than three minutes for each speaker. The Committee will not take action or respond immediately to any public comments presented, but may choose to follow-up at a later time, either individually, through staff, or on a subsequent agenda.*

3. Receive Administrative Performance Update. (Refer to MST May 2020 Board Agenda Item 7-1) (Page 67) (Carl Sedoryk)
  - A. State Legislative Update. (Carl Sedoryk and Michelle Overmeyer)
  - B. Receive Update on CalVANS program and provide direction (Carl Sedoryk)
  - C. Federal Legislative Update. (Carl Sedoryk)
4. General Counsel Performance Evaluation Worksheet (Enclosure)(Carl Sedoryk)
5. MST Fare Policy for School Program and Contactless Fare Payment, (Michelle Overmeyer)
6. Recommend Ad Rate for Decals on Bus Windows and/or Doors. (Lisa Rheinheimer)

7. Staff and Committee member comments, questions, or referrals.
8. Closed Session.
  - 8-1. Conference with Legal Counsel- Initiation of Litigation (§54956.9(c))  
One case.
9. Adjourn.

*Materials related to an item on this agenda submitted to the Committee after distribution of the agenda packet are available for public inspection at the Monterey-Salinas Transit Administration Building at 19 Upper Ragsdale Dr., Suite 200, Monterey, CA 93940 during normal business hours.*

*Upon request, Monterey-Salinas Transit will provide written materials in appropriate alternative formats, including disability-related modifications or accommodations, auxiliary aids, or services to enable individuals with disabilities to participate in public meetings. Please send a written request, including your name, mailing address, phone number, description of the requested materials, and preferred alternative format or auxiliary aid or service at least three working days prior to the meeting. Requests should be sent to MST – c/o Clerk to the Board, 19 Upper Ragsdale Dr., Suite 200, Monterey, CA 93940 or [clerk@mst.org](mailto:clerk@mst.org).*



888-678-2871 / Free language assistance / Asistencia de Lenguaje Gratuito / Libreng tulong para sa wika / Hỗ trợ ngôn ngữ miễn phí / 무료 언어 지원



**ATTACHMENT**

July 13,

**Re: General Counsel Performance Evaluation**

Dear MST Board Member;

I want to personally thank each of you for taking the time to complete the following general counsel performance evaluation and return to me by **August 10, 2019**. We all recognize how critical and important it is for the Board members to provide feedback and direction to our General Counsel. The performance evaluation allows each of us the opportunity to summarize and specify our observation of MST's General Counsel's overall performance.

I will be reviewing the results and comments to provide the Board with a detailed metric rating and Board member narrative comments at the September Board Meeting. As directed by the board, I am asking for 100% participation for each board member. Along with this packet, Kelly Halcon, Director of Human Resources/Risk Management, will be sending an electronic copy of the performance evaluation to your email listed with MST. Enclosed is a self addressed envelope or you can scan the completed performance evaluation and email it back to Ms. Halcon at [khalcon@mst.org](mailto:khalcon@mst.org)

Respectfully,

A handwritten signature in black ink, which appears to read "Carl G. Sedoryk". The signature is written in a cursive style and is positioned above the typed name.

Carl G. Sedoryk  
General Manager/CEO  
Monterey-Salinas Transit

**Monterey-Salinas Transit  
General Counsel  
Performance Evaluation**

For the Period July 1, 2019 to June 30.

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**Performance Evaluation Scoring 1-5**

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<b>5. Exceptional</b>	Consistently meets and often exceeds all relevant performance standards. Provides leadership, fosters teamwork, is highly productive, innovative, and responsive and generates top quality work. Active in industry-related professional and/or community groups.
<b>4. Exceeds Expectations</b>	Consistently meets and sometimes exceeds all relevant performance standards. Shows initiative and versatility, works collaboratively, has strong technical & interpersonal skills or has achieved significant improvement in these areas.
<b>3. Meets Expectations</b>	Meets all relevant performance standards. Seldom exceeds or falls short of desired results. Lacks appropriate level of skills or is inexperienced/still learning the scope of the job.
<b>2. Below Expectations</b>	Sometimes meets the performance standards. Seldom exceeds and often falls short of desired results. Performance has declined significantly, or employee has not sustained adequate improvement, as required, since the last performance review or Performance Improvement Plan.
<b>1. Unacceptable Performance</b>	Consistently falls short of performance standards.

<b>Jurisdiction:</b>	
<b>Overall Performance Score:</b>	
<b>Board Member Signature:</b>	
<b>Date:</b>	

**Monterey-Salinas Transit District  
General Counsel  
Performance Evaluation  
Evaluation Period: July 1, 2019 to June 30, 2020**

Evaluation Question	Score	Comment	Suggestion
1. Please rate your overall confidence and satisfaction in legal services provided to the District by General Counsel.			
2. Please rate your overall level satisfaction with the ability of General Counsel to understand and carry out Board direction and policy.			
3. Please rate your overall satisfaction with the availability of General Counsel.			
4. Please rate your overall satisfaction with the effectiveness of written and verbal communication from General Counsel.			
5. Please rate your overall satisfaction with General Counsel's legal knowledge and skills.			
6. Please rate your overall satisfaction with effectiveness of General Counsel's problem solving skills.			
7. Please rate your satisfaction with the overall ethics and professionalism displayed by General Counsel.			
8. Please rate your satisfaction with how well legal services are budgeted are managed.			
<b>Total</b>			
<b>Divided by</b>			
<b>Total Average Score</b>		<b>8</b>	