

**RICHMOND METROPOLITAN TRANSPORTATION AUTHORITY  
MINUTES OF THE COMPENSATION AND BENEFITS COMMITTEE  
HELD JANUARY 8, 2019**

A meeting of the Compensation and Benefits Committee of the Board of Directors of the Richmond Metropolitan Transportation Authority was held on the 8<sup>th</sup> day of January 2019, at the RMTA Main Office, 901 East Byrd St., Ste. 1120, Richmond, Virginia, pursuant to due notice.

The following Committee members were present: Chairwoman Marilyn West, Mr. Harvey Hinson, Mr. Lane Ramsey, and Mr. Donald Williams. Mr. Carlos Brown was absent. Authority staff present were Ms. Joi Dean, Ms. Sheryl Johnson, Ms. Leslie Mehta, and Ms. Leah Moss. Ms. Karin Campbell and Mr. Rick Campbell of Paypoint HR were present as well.

Chairwoman West called the meeting to order at 10:36 a.m. The October 9, 2018 minutes were approved. Next, Ms. Dean provided CEO Comments. She reported that there were town hall meetings scheduled for January 8 and January 10 to update employees on the results of previous focus groups and address concerns. Ms. Dean explained that the purpose of the town hall meetings was to unite staff, reiterate the Authority's mission, and launch the new "one RMTA" logo that stresses the importance of RMTA working as a unit. Ms. Dean also explained that at the town hall meetings she would announce the inaugural Employee Engagement Committee. This committee will report directly to the CEO and brainstorm events and programs to continue to unite staff.

Ms. West then introduced Karin and Rick Campbell of Paypoint HR. They explained that they were tasked with initiating a compensation study to review salaries, benefits and related employee concerns. In doing so, they reviewed job descriptions, looked to external markets, and held employee focus groups. Paypoint HR presented recommendations regarding compensation and classification changes to the Committee based on a number of factors including employee education, complexity of the job, supervision, independence, work duties, work experience, and financial authority.

At the request of the Chairwoman, the Committee considered a motion to convene in executive session pursuant to Va. Code § 2.2-3711.A(1) of the Virginia Freedom of Information Act, as it relates to personnel issues; namely, salary recommendations for specific personnel positions. Such motion was duly moved, seconded, and approved by all Directors noted above as being present.

The Committee reconvened in open session and considered a motion pursuant to Virginia Code § 2.2-3712(D) that, to the best of each Director then present, (i) only such public business matters lawfully exempted from open meeting requirements, and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered by the Board and that a statement to such effect would appear in the minutes of the meeting. Such motion was duly made, seconded and approved in a roll call vote by all Directors noted as being present.

Following the executive session, the Chairwoman recommended a subsequent meeting to complete the compensation study discussion and the Committee agreed. The Chairwoman anticipated presenting recommendations to the full Board in March.

The meeting was adjourned at 12:06 p.m.