

Cape Ann Transportation Authority
Advisory Board Minutes
Meeting Thursday, January 24, 2019

Attendance: Jim Destino, Felicia Webb, Mitch Vieira, Laurel Eisenhauer, Tony Marino, David Gardner, Stephanie, Jackson, Bob Ryan, Jackie LaFlam

Jim Destino Called to order at 9:35am

Jim: Only one item on the agenda, I sent everyone a memo, basically research I did on Administrator Salaries throughout the Commonwealth. Paul's was high at \$78.13. I took an average from all of them and came up with \$62.05.

Jim Destino made a motion to accept the Interim Administrator Felicia Webb's salary of \$62.05 an hour and the benefits that go with it and it should be retro from the day she started.

Mitch Vieira: Seconded
All in Favor

Jim Destino: Next I would like to have a meeting in the next 2 weeks to discuss with the steering committee about job descriptions look at the ones of other Administrators, and take the best parts and put a job description together. We can put a draft together and update ours. Felicia if you have anything to add to it would be helpful also. We should add the salary to it as well. Then we can talk about advertising, how long and where we will advertise. Then we can start to schedule interviews and go through the process.

Also, personnel-wise, we have had one person retire and looking at another that may be leaving soon. Before we go out and hire new people, we need to hire a new Administrator first and then we should review the job descriptions for the other jobs. I would not hire anyone else until we do that. Felicia do you think you can handle doing that job also until then?

Felicia: I am going to need an intern or someone to help, maybe, there is no one in house that can help.

Jim: Let's us talk about that so we don't fall behind. I would think you'd get notice of at least six weeks until we hire someone.

Motion to adjourn 9:50am
Mitch seconded
All in favor