

Cape Ann Transportation Authority  
Board Meeting  
July 12, 2022  
12:00am

Attendance: Mayor Greg Verga, Mitch Vieira, Brendan Zubricki, Liz O'Connor, Shona Norman, Felicia Webb, Jackie LaFlam, Jay Smiledge (New ADA Representative)

This meeting was conducted remotely through GotoMeeting. All votes were Roll Call

Called to order by Mayor Verga at 10:00am

Brendhan Zubricki thanked Felicia for helping Essex expand their dial-a-ride service using the MBTA assessment.

### **Minutes**

Mayor Verga: I move that the CATA Advisory Board approve the minutes from May 16, 2022

Seconded Mitch Vieira

Roll Call Vote

All in Favor

### **ADA Board Member**

Felicia introduced Jay Smiledge to the Board. Jay gave a brief summary of his background and how he is looking forward to working with the Advisory Board.

Mayor Verga motioned to appoint Jay Smiledge as the new ADA Representative.

Seconded by Mitch Vieira

Roll Call Vote

All in Favor

### **Job Posting**

Felicia discussed the job posting for the New Administrator, the salary and a job description.

Mitch responded with using the same posting they used for the hiring of Felicia for Administrator.

Everyone agreed to use the same posting.

Jay Smiledge commented on Felicia being responsible for the management of so many of the programs for ADA and other programs.

Mayor Verga: I move that the CATA Advisory Board approve using the posting from Felicia's hiring.

Seconded Mitch Vieira

Roll Call Vote

All in Favor

## Hiring Process

Mitch noted moving forward with the hiring process, posting the job for about three weeks, as well as having an internal working group before the Advisory Board vote.

Felicia said when she applied for Administrator, the job was posted on Indeed as well as MMA and a few industry-specific sites. It can also be posted on social media and CATA's website. Jay asked if we could post it on the City's website as well as the City's FB page, Mayor Verga said he would look into posting it on the City's website.

Mitch will form a voluntary Committee, Jay said he would volunteer. The Mayor requested Felicia participate while she is still here. A copy of all resumes should be sent to Mitch, he is the Chair of the committee.

Felicia also noted an interim Administrator should be appointed prior to her departure. Mayor Verga asked if that person would be applying for the job? Felicia answered No.

No further discussions

Mayor Verga: I move that the CATA Advisory Board to adjourn at 12:15pm

Seconded Mitch Vieira

Roll Call Vote

All in Favor

