

Draft Memorandum for the Record

Boston Region Metropolitan Planning Organization

Administration and Finance (A&F) Committee Meeting

Summary

April 13, 2023, Meeting

9:00 AM–9:50 AM, Zoom Video Conferencing Platform

The A&F Committee decided, through a roll call vote, that Eric Bourassa, Metropolitan Area Planning Council (MAPC), would chair this meeting.

Decisions

The A&F Committee agreed to the following:

- Approve the summary of the meeting of February 16, 2023

Meeting Agenda

1. Introductions

See attendance on page 4.

2. Public Comments

There were none.

3. Action Item: Approval of February 16, 2023, A&F Meeting Summary

Documents posted to the MPO meeting calendar

1. [February 16, 2023, Meeting Minutes \(pdf\)](#)
2. [February 16, 2023, Meeting Minutes \(html\)](#)

Vote

A motion to approve the summary of the meeting of February 16, 2023, was made by the MetroWest Regional Collaborative (City of Framingham) (Dennis Giombetti) and seconded by the MBTA Advisory Board (Amira Patterson). The motion carried through a roll call vote.

4. Discussion: Operations Plan: Executive Director Evaluation and Compensation—Eric Bourassa, MAPC

Documents posted to the MPO meeting calendar

3. [Executive Director Evaluation and Compensation Worksheet \(pdf\)](#)
4. [Executive Director Evaluation and Compensation Worksheet \(html\)](#)

E. Bourassa reviewed the Executive Director Evaluation and Compensation worksheet and invited committee members to continue discussions of the worksheet.

Discussion

Derek Krevat, Massachusetts Department of Transportation, asked what prompted the creation of the worksheet. Tegin Teich, executive director of the Central Transportation Planning Staff (the staff to the Boston Region MPO), stated that the topics for the Operations Plan were discussed in a memo to the full MPO board. Previous federal certification reviews indicated the need to outline the hiring process for the executive director. The evaluation and compensation elements were deemed useful to document.

A. Patterson asked when the evaluation and compensation process would be implemented. E. Bourassa and T. Teich stated that the processes would be implemented at the beginning of state fiscal year 2024.

Lenard Diggins, Regional Transportation Advisory Council, asked when the MPO board will vote on the Operations Plan. E. Bourassa stated that the Operations Plan will be presented to the full board in the next few months.

D. Giombetti asked why the A&F chair will be included in the executive director evaluations. T. Teich stated that the A&F Committee is responsible for the administration and budget of the MPO, and salary adjustments are associated with evaluations.

L. Diggins asked how frequently staff evaluations occur and if the proposed quarterly check-ins with the A&F Committee align with them. T. Teich stated that the quarterly check-ins are designed to align with the quarterly agency budget reviews. T. Teich stated that staff participate in a performance assessment in April and employee development plans in July.

D. Giombetti suggested quarterly check-ins with the executive director, attended by the MPO chair, vice-chair, and A&F Committee chair, to track progress.

L. Diggins suggested that the goals identified during the evaluation could be shared with the full board through a memo, replacing the quarterly check-ins shared with the full board.

5. Discussion: Operations Plan: Communications Norms—*Tegin Teich, Executive Director*

Documents posted to the MPO meeting calendar

5. [Communications Norms \(pdf\)](#)
6. [Communications Norms \(html\)](#)

T. Teich stated that the Communications Norms worksheet was edited from the Code of Conduct worksheet discussed at prior A&F meetings. T. Teich stated that comparable agencies, such as the Association of Metropolitan Planning Organizations, have similar frameworks of expected behaviors and interactions in a board setting.

Discussion

L. Diggins stated his support for the Communications Norms and suggested outlining what the expected interactions are between staff and board members.

A. Patterson asked how the benchmarks were created and how goals are evaluated.

T. Teich stated that the Communications Norms were developed to provide a framework to initiate conversations, should an individual feel that the norms have been violated.

D. Krevat asked if members of the board would be asked to sign the document. T. Teich stated that the intent is to have members sign the document to acknowledge that they are aware of the expected norms and noted that it is not legally binding.

6. Members' Items

There were none.

7. Adjourn

The meeting adjourned at 9:50 AM.

Attendance

Members

Massachusetts Department of Transportation
MBTA Advisory Board
Metropolitan Area Planning Council
MetroWest Regional Collaborative, City of Framingham
Regional Transportation Advisory Council

Representatives and Alternates

Derek Krevat
Amira Patterson
Eric Bourassa
Dennis Giombetti
Lenard Diggins

MPO Staff/Central Transportation Planning Staff

Tegin Teich, Executive Director
Silva Ayvazyan
Logan Casey
Annette Demchur
Hiral Gandhi
Erin Maguire
Gina Perille

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