

Administration and Finance (A&F) Committee Meeting Summary

Draft Memorandum for the Record

Boston Region Metropolitan Planning Organization

April 27, 2023, Meeting

10:00–10:30 AM, Zoom Video Conferencing Platform

Brian Kane, Chair, representing the MBTA Advisory Board

Meeting Agenda

1. Introductions

See attendance on page 3.

2. Public Comments

Brad Rawson, Inner Core Committee, City of Somerville, shared his gratitude for the work being done with the Operations Plan and its contribution to continuing ongoing work to increase transparency for board members, staff, and stakeholders.

3. Discussion: Operations Plan: Final Edits to Executive Director Compensation and Evaluation—*Tegin Teich, Executive Director*

Documents posted to the MPO meeting calendar

1. [Edits to Executive Director Compensation and Evaluation \(pdf\)](#)
2. [Edits to Executive Director Compensation and Evaluation \(html\)](#)

T. Teich stated that the edits made to the Executive Director Compensation and Evaluation worksheet were based on committee discussions from the April 13, 2023, committee meeting. T. Teich stated that the section of the worksheet that requires a formal evaluation memo to be submitted to the full MPO Board quarterly has been removed.

Discussion

B. Kane stated his support for a neutral third party conducting the compensation benchmarking, as discussed in the worksheet. B. Kane suggested expanding the market-based job evaluations to all members of the Central Transportation Planning Staff.

B. Kane requested additional information about the “contractual obligations” mentioned in relation to salary adjustments. T. Teich stated that a contract is annually updated with

the Massachusetts Department of Transportation, who approves all salary adjustments for MPO staff in Massachusetts.

4. Discussion: Operations Plan: Final Edits to Communications Norms— *Tegin Teich, Executive Director*

Documents posted to the MPO meeting calendar

1. [Edits to Communications Norms \(pdf\)](#)
2. [Edits to Communications Norms \(html\)](#)

T. Teich stated that the edits to the Communications Norms worksheet were based on discussions from the April 13, 2023, committee meeting. The primary feedback requested information on the next steps should the communications norms be violated. The Reporting section of the worksheet has been revised to state that the Chair or Vice Chair shall contact the member observed violating the norms and offers potential actions to take.

Discussion

B. Kane stated that the corrective actions are similar to those within the MBTA Advisory Board.

B. Kane stated that the board should adopt a public comment policy. B. Rawson suggested creating a clear process to indicate how long public comments are accepted, especially when meetings are held remotely.

5. Discussion: Operations Plan: Agency Information Sharing—*Brian Kane, Chair*

B. Kane introduced the Agency Information Sharing worksheet agenda item. B. Kane stated that the goal of information sharing is to provide members with the most accurate information possible to allow them to make well-informed decisions.

The remainder of the discussion will be postponed to the May 4, 2023, meeting, as there was no longer a quorum present.

6. Members' Items

There were none.

7. Adjourn

The meeting adjourned at 10:30 AM.

Attendance

Members	Representatives and Alternates
MassDOT Office of Transportation Planning	Derek Krevat
MBTA Advisory Board	Brian Kane
Regional Transportation Advisory Council	Lenard Diggins

Other Attendees	Affiliation
Brad Rawson	Inner Core Committee, City of Somerville

MPO Staff/Central Transportation Planning Staff

Tegin Teich, Executive Director
Silva Ayvazyan
Annette Demchur
Hiral Gandhi
Ethan Lapointe
Gina Perille

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