



**Please Post**

**Open Meeting Notice**

**Worcester Regional Transit Authority**

**Advisory Board Personnel Committee Meeting**

**Attention: City and Town Clerks**

**Communities:**

37 Cities and Towns

Auburn, Barre, Berlin, Boylston, Brimfield, Brookfield, Charlton, Clinton, Douglas, Dudley, East Brookfield, Grafton, Holden, Holland, Leicester, Millbury, New Braintree, Northbridge, North Brookfield, Northborough, Oakham, Oxford, Paxton, Princeton, Rutland, Shrewsbury, Southbridge, Spencer, Sturbridge, Sutton, Wales, Warren, Webster, Westborough, West Boylston, West Brookfield and Worcester

**In accordance with G.L. c. 39 §§ 23A-23C and 24, the Massachusetts Open Meeting Law, the Worcester Regional Transit Authority has scheduled an Advisory Board Personnel Committee meeting for Monday August 3, 2015 at 8:30 a.m. to be held at the WRTA Hub located at 60 Foster Street, Worcester, MA 01608.**

**AGENDA:**

- Discuss the process of transition from prior Administrator to Interim Administrator.
- Draft a plan for the hiring of a new Administrator.
- Discuss new elements for a job description.
- Craft a job description.
- Develop a recruitment process with advertising search criteria.
- Create a timeline for securing an Administrator.
- Prepare a recommendation for the WRTA Advisory Board.
- Business from Advisory Board Personnel Committee Members.
- Business from the Public.

The WRTA meetings are conducted in accessible locations. If you need accommodations please contact Anna Koterski at 508.453.3463 or email [akoterski@therta.com](mailto:akoterski@therta.com). Request for accommodations needs to be placed at least 7 business days prior to the scheduled meetings.