

**Executive Director Search Committee
Meeting Minutes
February 7, 2022**

Members Physically Present:

Commissioner Chris Cloudman
Commissioner Victor Ramos
Councilwoman Christine Power
Commissioner Jason McGuirk
Council Vice Chairperson Barbara Girtman

Representing:

DeLand
Deltona
Edgewater
New Smyrna Beach
Volusia County

Members Virtually Present:

Mayor Bill Partington
Council Member Billie Wheeler, Chairperson

Representing:

Ormond Beach
Volusia County

Others Present:

Debbie Stewart, Recording Secretary
Colleen Nicoulin
Terry Cain Tyler

Representing:

TPO Staff
TPO Staff
Citizen

Others Virtually Present:

Pam Blankenship
Doug Thomas

Representing:

TPO Staff
Strategic Government Resources (SGR)

I. Call to Order / Roll Call / Determination of Quorum / Pledge of Allegiance

The meeting of the River to Sea Transportation Planning Organization (TPO) Executive Director Search Committee was called to order at 9:00 a.m. by Vice Chairperson Barbara Girtman. The roll was called and it was determined that a quorum was physically present. Due to the COVID-19 virus, the meeting was held in a hybrid format with five voting members physically present; and with two non-voting members attending remotely.

MOTION: *A motion was made by Commissioner McGuirk to allow TPO Board members attending remotely due to COVID-19 precautions to participate and vote. The motion was seconded by Councilwoman Power and carried unanimously.*

II. Public Comment/Participation

There were no public comments.

III. Business Items

A. Review and Approval of January 5, 2022 Executive Director Search Committee Meeting Minutes

MOTION: *A motion was made by Commissioner Ramos to approve the January 5, 2022 Executive Director Search Committee meeting minutes. The motion was seconded by Commissioner McGuirk and carried unanimously.*

B. Executive Director Candidate Review and Selection of Semifinalists

Mr. Thomas, Strategic Government Resources (SGR) stated the goal for this meeting is to select between 10 and 12 semifinalists to continue in the process. There were 26 applications received; 18 were qualified and met the TPO's desired attributes. He reviewed the geographic locations and demographics of the candidates. Members expressed concern regarding the short tenures some of the candidates; it was explained the candidates will have an opportunity to explain short tenures in employment during the next phase of the process.

Mr. Thomas gave a PowerPoint presentation and reviewed each of the 18 candidates including their experience and qualifications.

Members discussed the candidates and provided their individual feedback on their top candidates. They reached a consensus on 12 semi-finalists to proceed to the next phase of the process. The 12 semi-finalist candidates are: Binu Abraham, Chad Parasa, Charles Baker, Eric Miller, Erik Steavens, George Kinney, Greg Venable, Jack Butler, James Boyle, Malisa McCreedy, Patrick Mandapaka and Nelson Galeano.

Commissioner Cloudman suggested having TPO staff comment on the candidates as they know the job more intimately and should be involved in the process.

Ms. Nicoulin replied the important thing to consider is the TPO staff is currently at half-staff; a new Executive Director needs to come in and be ready to determine the direction of the vacant finance position and other vacant positions. The Executive Director needs to be a strong administrator, able to work with 25 board members from different jurisdictions, be able to handle the different political atmospheres, and support staff with the technical analysis. The 12 semi-finalists the members identified are the 12 she had checked as potential candidates.

C. Discussion of Next Steps and Set Next Meeting Date

Mr. Thomas explained these 12 candidates will have to complete a detailed questionnaire and provide a recorded video interview. The committee will see their writing style, their background, responses to specific questions regarding their management style and why they left previous positions; they will also provide responses to specific questions regarding challenges with financial management and project grant opportunities, intergovernmental relations, legislative bill tracking and how they deal with growth management. SGR will also complete a Stage 1 media search which includes a Lexus/Nexus search. Once the questionnaires, video interviews and initial media search are completed, SGR will assemble a packet and provide the EDSC with links to the interviews and questionnaire responses. Once the EDSC has reviewed those, we will meet again to narrow the candidate field down to three to five finalists to bring in for in-person interviews. He explained the background/reference checks and Stage 2 media search for the finalists and what they will be asked to provide. He explained the next steps in the process including in-person interviews and one-on-one interviews with the EDSC members; it is typically a two-day process. Day two the EDSC should deliberate and decide on a final candidate(s). Members discussed and chose the questions the candidates will respond to in the video interviews, the next steps and what responses they would like to see.

Mr. Thomas stated he will notify the semi-finalists and confirm their interest in the position. He hopes to have the video interviews and questionnaires completed by March 3, 2022. The EDSC members agreed to hold the next EDSC meeting on Thursday, March 10, 2022 at 9:00 am to review the semi-finalists video interviews and questionnaires and narrow the candidate pool down to three to five finalists. Members discussed the schedule; the plan is to hold the in-person interviews on March 31, 2022 and April 1, 2022. SGR will negotiate the Executive Director employment agreement and have a recommendation to the full TPO Board for approval at the April 27, 2022 TPO Board meeting.

IV. Staff Comments

Ms. Nicoulin stated that at the last EDSC meeting, the contract with SGR was extended through April 1, 2022; based on the current schedule, it will exceed that date so we need to consider what would be a reasonable date to extend the contract with SGR to noting it will not change the dollar amount of the contract; only the timeline. If the final candidate is presented at the April 27, 2022 TPO Board meeting, Mr. Thomas will need to negotiate the contract.

Mr. Thomas suggested extending the contract to May 30, 2022 to allow time for negotiations and consultation with legal counsel.

MOTION: *A motion was made by Commissioner Ramos approve the Strategic Government Resources (SGR) contract extension through May 30, 2022. The motion was seconded by Councilwoman Power and carried unanimously.*

V. Executive Director Search Committee Member Comments

Councilwoman Power asked if FDOT should sit in on the interview process.

Mr. Thomas replied many times they will include outside stakeholders; if there are a variety of stakeholders, they can run parallel staff member interviews and have a similar session with stakeholders.

Members discussed the potential of having FDOT and/or Votran included in the interview process; one of the main desired attributes of the Executive Director is the ability to collaborate with FDOT and other stakeholders. The meetings will be open to the public so stakeholders and advisory committee members can attend and provide feedback.

Mr. Thomas suggested holding a “meet and greet” opportunity where all candidates are in one room and stakeholders are invited to attend and meet the candidates. SGR will develop a biography on each candidate as a hand-out; the stakeholders can then provide informal feedback. That could be done on Day 1 of the interview process.

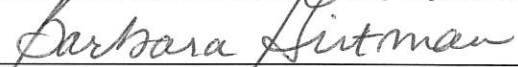
Members agreed to hold a “meet and greet” with the candidates and stakeholders; this will provide an opportunity to observe how the candidates act in that type of environment. The Sunshine Law was discussed and it was asked if the TPO needs legal counsel to guide us through; it is important to ensure we are compliant with the law. Members agreed that if they want feedback from the stakeholders to reach out to them individually in order to be in compliance with the Sunshine Law.

Mr. Thomas replied that the “meet and greet” is advertised as a public event even though there is no official business being conducted. SGR can work with the TPO’s legal counsel if needed.

VI. Adjournment

The EDSC meeting adjourned at 10:45 a.m.

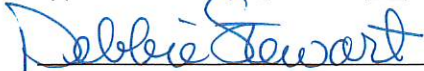
River to Sea Transportation Planning Organization



**VOLUSIA COUNTY COUNCIL VICE CHAIR BARBARA GIRTMAN
CHAIRPERSON, RIVER TO SEA TPO**

CERTIFICATE:

The undersigned duly qualified and acting Recording Secretary of the River to Sea TPO certifies that the foregoing is a true and correct copy of the minutes of the February 17, 2022 regular meeting of the Executive Director Search Committee (EDSC), approved and duly signed this 10th day of March 2022.



**Debbie Stewart, Recording Secretary
River to Sea Transportation Planning Organization**