



MEETING AGENDA

Please be advised that the River to Sea Transportation Planning Organization (R2CTPO) **EXECUTIVE DIRECTOR SEARCH COMMITTEE** will be meeting on:

DATE: Wednesday, February 7, 2022
TIME: 9:30 a.m.
PLACE: River to Sea TPO Conference Room
2570 W. International Speedway Blvd.,
Suite 100 Daytona Beach, Florida 32114

NOTE:
Microsoft Teams meeting has been established for remote participation.

Masks are requested to be worn by those physically present according to CDC guidelines

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Executive Director Search Committee Meeting
February 7, 2022 10:00 a.m. EST

[Click here to join the meeting](#)

Or call in (audio only)

+1 561-484-5911 778658119# United States, West Palm Beach

Phone Conference ID: 778 658 119#

Volusia County Council Vice Chair Billie Wheeler, Chairperson Presiding

AGENDA

- I. CALL TO ORDER/ROLL CALL/DETERMINATION OF A QUORUM
- II. PUBLIC COMMENT/PARTICIPATION
- III. BUSINESS ITEMS
 - A. Review and Approval of Draft January 5, 2022 Executive Director Search Committee (EDSC) Minutes (Enclosure, pages 3-4)
 - B. Executive Director Candidate Review and Selection of Semifinalists
(Candidate support documentation will be provided under separate cover)

III. BUSINESS ITEMS (Continued)

C. Discussion of Next Steps and Set Next Meeting Date

IV. STAFF COMMENTS

V. EXECUTIVE DIRECTOR SEARCH COMMITTEE MEMBER COMMENTS

VI. ADJOURNMENT

Executive Director Search Committee Members:

Volusia County Council Vice Chair Billie Wheeler
New Smyrna Beach Commissioner Jason McGuirk
Volusia County Council Member Barbara Girtman
DeLand Commissioner Chris Cloudman
Edgewater Councilwoman Christine Power
Deltona Commissioner Victor Ramos
Ormond Beach Mayor Bill Partington

Note: If any person decides to appeal a decision made by this board with respect to any matter considered at such meeting or hearing, he/she will need a record of the proceedings including all testimony and evidence upon which the appeal is to be based. To that end, such person will want to ensure that a verbatim record of the proceedings is made.

Note: Individuals covered by the Americans with Disabilities Act of 1990 in need of accommodations for this public meeting should contact the River to Sea TPO office, 2570 W. International Speedway Blvd., Suite 100, Daytona Beach, Florida 32114-8145; (386) 226-0422, extension 20416, at least five (5) working days prior to the meeting date.

The River to Sea TPO does not discriminate in any of its programs or services. To learn more about our commitment to nondiscrimination and diversity, visit our Title VI page at www.r2ctpo.org or contact our Title VI/Nondiscrimination Coordinator, Pamela Blankenship, at 386-226-0422, extension 20416, or pblankenship@r2ctpo.org. Persons who require translation services, which are provided at no cost, should contact the River to Sea TPO at (386) 226-0422 or by email at PBlankenship@r2ctpo.org at least five (5) business days prior to the event

**Executive Director Search Committee
Meeting Minutes
January 5, 2022**

Members Physically Present:

Commissioner Chris Cloudman
Commissioner Victor Ramos
Councilwoman Christine Power
Commissioner Jason McGuirk
Mayor Bill Partington
County Council Vice Chair Billie Wheeler, Chairperson
Council Member Barbara Girtman, 1st Vice Chairperson

Representing:

DeLand
Deltona
Edgewater
New Smyrna Beach
Ormond Beach
Volusia County
Volusia County

Others Present:

Debbie Stewart, Recording Secretary
Colleen Nicoulin
Stephan Harris
Terry Tyler Cain
Commissioner Dana McCool
Anna Taylor
Big John

Representing:

TPO Staff
TPO Staff
TPO Staff
Citizen
Deltona
FDOT
Press

Others Virtually Present:

Pam Blankenship
Sarah McNamara
Tyler Burgett
Doug Thomas

Representing:

TPO Staff
FDOT
FDOT
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 10:32 a.m. by Chairperson Billie Wheeler. 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 seven voting members physically present.

II. Public Comment/Participation

There were no public comments.

III. Business Items

A. Review and Approval of November 17, 2021 Executive Director Search Committee Meeting Minutes

MOTION: *A motion was made by Commissioner McGuirk to approve the November 17, 2021 Executive Director Search Committee meeting minutes. The motion was seconded by Council Member Girtman and carried unanimously.*

B. Review and Approval of Strategic Government Resources (SGR) Contract Extension

Ms. Nicoulin explained that the current contract with SGR expires January 31, 2022; when the TPO initially contracted with SGR in August 2021, it was thought that the process would be completed by then. Realistically, the process will not be completed by that time and the contract needs to be extended through April 1, 2022; the contract allows an extension as long as both parties agree.

Commissioner Cloudman asked if the extension is for terms of service and does not incur any additional costs. Ms. Nicoulin replied yes, that is correct.

MOTION: *A motion was made by Mayor Partington approve the Strategic Government Resources (SGR) contract extension through April 1, 2022. The motion was seconded by Councilwoman Power and carried unanimously.*

C. Executive Director Candidate Review and Selection of Semifinalists

Mr. Doug Thomas, SGR, stated the goal today is to select between eight to twelve candidates as semifinalists from the candidate pool of 18 cover letters and resumes received for the Executive Director position.

Council Member Girtman asked if any of the candidates were ones he pursued to recruit or if they all applied from the advertised position.

Mr. Thomas replied resumes were received from the national and regional ad postings as well as the people he reached out to; he contacted approximately 800 people. The 18 resumes received were all qualified candidates and met or exceeded the position requirements. He reviewed the recruiting process conducted and explained how the position was marketed. He reviewed the demographics of the candidates, their credentials and their geographic locations.

Members discussed the responses received and asked questions regarding re-advertising the position or extending the open application process. Members also discussed allowing Mr. Thomas to narrow the candidate pool to the top eight or ten applicants as semifinalists. After much discussion, a consensus was reached to leave the application process open through the end of January and to reconvene the EDSC on Monday, February 7, 2022 at 9:30 am to review the candidates.

D. Discussion of Next Steps and Set Next Meeting Date

This item was discussed during the previous discussion.

IV. Staff Comments

There were no staff comments.

V. Executive Director Search Committee Member Comments

There were no member comments.

VI. Adjournment

The EDSC meeting adjourned at 11:36 a.m.

River to Sea Transportation Planning Organization

**VOLUSIA COUNTY COUNCIL VICE CHAIRPERSON BILLIE WHEELER
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 January 5, 2022 regular meeting of the Executive Director Search Committee (EDSC), approved and duly signed this 7th day of February 2022.

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