



# MEETING AGENDA

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

**DATE:** Thursday, February 17, 2022  
**TIME:** 9:00 a.m. to 11:00 am  
**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 17, 2022 9:00 a.m. to 11:00 a.m. EST

[Click here to join the meeting](#)

Or call in (audio only)

+1 561-484-5911 877845185# United States, West Palm Beach

Phone Conference ID: 877 845 185#

Volusia County Council Vice Chair Billie Wheeler, Chairperson Presiding

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## 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)

**III. BUSINESS ITEMS (Continued)**

**B. Executive Director Candidate Review and Selection of Semifinalists**

Candidate support documentation is provided at the below link:

[https://www.r2ctpo.org/wp-content/uploads/River-to-Sea-TPO-ED-Resume-Book2-Alphabetical\\_02.04.2022.pdf](https://www.r2ctpo.org/wp-content/uploads/River-to-Sea-TPO-ED-Resume-Book2-Alphabetical_02.04.2022.pdf)

A link to the PowerPoint presentation provided by SGR is provided at the below link:

<https://www.r2ctpo.org/wp-content/uploads/River-to-Sea-TPO-Triage-021722-PPT.pdf>

**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

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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](http://www.r2ctpo.org) or contact our Title VI/Nondiscrimination Coordinator, Pamela Blankenship, at 386-226-0422, extension 20416, or [pblankenship@r2ctpo.org](mailto: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](mailto: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, 1<sup>st</sup> 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**

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**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 7<sup>th</sup> day of February 2022.

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