

**Executive Director Search Committee
Meeting Minutes
March 10, 2022**

Members Physically Present:

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

Representing:

DeLand
Deltona
Edgewater
New Smyrna Beach
Ormond Beach
Volusia County

Members Virtually Present:

Council Member Billie Wheeler, Chairperson

Representing:

Volusia County

Others Present:

Debbie Stewart, Recording Secretary
Colleen Nicoulin
Stephan Harris
Anna Taylor
Rakinya Hinson

Representing:

TPO Staff
TPO Staff
TPO Staff
FDOT
FDOT

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 six voting members physically present; and with one voting member attending remotely.

MOTION: *A motion was made by Commissioner Ramos 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 February 17, 2022 Executive Director Search Committee Meeting Minutes

MOTION: *A motion was made by Council Member Wheeler to approve the February 17, 2022 Executive Director Search Committee meeting minutes. The motion was seconded by Commissioner McGuirk and carried unanimously.*

B. Executive Director Candidate Review of Semifinalists and Facilitate Selection of Finalists

Mr. Doug Thomas, Strategic Government Resources (SGR), stated out of the 12 semi-finalists, five have dropped out. SGR conducted a Level 1 media search on the seven remaining semi-finalists and there was nothing of concern in their backgrounds. Each EDSC member provided their individual ranking of the seven semi-finalists.

Vice Chairperson Girtman noted that feedback was received from TPO Board member Vice Mayor Bill Lindlau who reviewed the semi-finalists and recommended Malisa McCreedy, Greg Venable, and James Boyle as finalists.

Members discussed the seven semi-finalists questionnaire responses and video interviews; they agreed on five finalists to bring in for in-person interviews. The five finalists are Binu Abraham, Eric Miller, Erik Steavens, Greg Venable, and Malisa McCreedy.

C. Discussion of Next Steps and Interview Schedule

Mr. Thomas stated he will continue the five finalists and confirm their interest and availability on the dates identified for in-person interviews; March 31, 2022 and April 1, 2022. SGR will ask them for references and conduct a Stage 2 media search and a criminal and credit background check. He explained the two-day interview process and a possible “meet and greet” for board and committee members and stakeholders to meet the candidates on Day One. SGR will assist with final deliberations and the negotiation process with the final candidate.

Members discussed the travel arrangements for the finalists, the budget, associated lodging and incidentals. They discussed the two-day interview process and how to provide tours of the planning area to the final candidates. It was suggested contacting the local Chamber of Commerce’s for summaries of the area; some have videos that gives a summary of the area or letting them have a self-guided tour of the hot spots around the county. Members will see if assistance can be found from city and/or county staff for the tours. Members agreed to hold a “meet and greet” with the final candidates on March 31, 2022; possible locations were discussed. Rental cars for the candidates were discussed as was mileage reimbursement for candidates that may drive here.

Ms. Nicoulin stated the TPO has a policy for travel for non-TPO employees; it includes the IRS mileage rate, meals are on a per-diam, rental car or public transportation, flights, hotel accommodations and incidentals. She is concerned that these expenses will add up quickly and different candidates will have more expenses.

Members continued to discuss the travel arrangements and the interview schedule. It was agreed to use the TPO’s current travel policy to give the candidates every available allotment and amend the budget to meet the actual expenses.

Mr. Thomas stated the one-on-one interviews will be the morning of March 31, 2022 and factor in the candidate tours with the “meet and greet” that evening after hours. The group interviews will be held April 1, 2022 with approximately 90 minutes per interview.

MOTION: *A motion was made by Commissioner McGuirk to proceed with bringing five final candidates in for in-person interviews; Binu Abraham, Eric Miller, Erik Steavens, Greg Venable, and Malisa McCreedy. The motion was seconded by Council Member Wheeler and carried unanimously.*

IV. Staff Comments

Ms. Nicoulin stated she will work with county staff on the tour logistics and the location for the “meet and greet”.

V. Executive Director Search Committee Member Comments

Mayor Partington stated if Ormond Beach staff can assist with the tours to let him know; the city has a couple of vans.

VI. Adjournment

The EDSC meeting adjourned at 10:14 a.m.

River to Sea Transportation Planning Organization

VOLUSIA COUNTY COUNCIL MEMBER 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 March 10, 2022 regular meeting of the Executive Director Search Committee (EDSC), approved and duly signed this 6th day of April 2022.



Debbie Stewart, Recording Secretary
River to Sea Transportation Planning Organization