

**Executive Director Search Committee
Meeting Minutes
August 4, 2021**

Members Physically Present:

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

Representing:

DeLand
Deltona
Edgewater
Ormond Beach
Volusia County
Volusia County

Members Absent:

Commissioner Jason McGuirk (excused)

Representing:

New Smyrna Beach

Others Present:

Debbie Stewart, Recording Secretary
Colleen Nicoulin

Representing:

TPO Staff
TPO Staff

Others Virtually Present:

Pam Blankenship
Stephan Harris
Anna Taylor
Paul Gougelman

Representing:

TPO Staff
TPO Staff
FDOT
WSH Law

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 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 six voting members physically present.

II. Public Comment/Participation

There were no public comments.

III. Business Items

A. Review and Selection of a Recruitment Firm to Conduct the Executive Director Search

Chairperson Wheeler stated three proposals were received from recruitment firms for the Executive Director search.

Ms. Nicoulin stated following the July 23, 2021 special meeting of the TPO Board, staff requested proposals from four recruitment firms; three submitted proposals and one declined. The proposals were provided to Executive Committee members via a link last Friday. All three proposals received are within the established budget for this service and have a not-to-exceed amount of \$25,000. Some firms have supplemental services that can be added for additional costs. The timeline and schedule range from 8 weeks to 15 weeks but can be adjusted based on our organizational needs. In previous discussions, it was identified that a recommendation of a candidate by the November TPO Board meeting would be ideal in order for it to occur in advance of the holidays and have a new Executive Director begin work around the first of the year. She noted the November board meeting is 16 weeks from today.

Chairperson Wheeler asked if members had any firsthand knowledge of any of the firms that submitted a proposal; the city of Daytona Beach used Slavin Management Consultants in their search for a new City

Manager. The city also had problems with follow up and reports throughout the process. Unless there are objections, she suggested eliminating Slavin.

Commissioner Cloudman commented the city of DeLand has used all three firms at different times; most recently Strategic Government Resources (SGR). He noted that SGR was the firm that recruited former TPO Executive Director, Ms. Lois Bollenback, to the Spokane Regional Transportation Council.

Mayor Partington referred to the proposal from the Mercer Group; they recruited the Bellevue, Washington Transportation Director in 2019; Charleston, South Carolina Director of Transportation in 2016; and Collier County – Naples, Florida Transit Manager in 2017. He likes that they are local and from Daytona Beach Shores.

Councilwoman Power stated her concern is the Mercer Group only listed three transportation positions although they had recruited many city managers.

Council Member Girtman asked if both firms could come in to present to the committee. If travel is an issue it could be done virtually.

Chairperson Wheeler stated it is important that we move forward with action today.

Commissioner Cloudman stated it seems like all three firms meet the criteria and asked if there was a policy that the committee should look at the ranking of the proposed fees and if we have to accept the lowest bid.

Ms. Nicoulin replied no; the TPO's Procurement Manual states we can accept proposals from three firms and make a selection under the \$25,000 threshold. The selection does not have to be the lowest bidder.

Mr. Gougelman added that this is not an activity covered by the State Competitive Association Act.

Discussion continued regarding the Mercer Group's and SGR's proposals and members agreed to select SGR.

MOTION: *A motion was made by Council Member Girtman to select Strategic Government Resources (SGR) as the recruitment firm to conduct the Executive Director Search. The motion was seconded by Councilwoman Power and carried unanimously.*

Ms. Nicoulin stated she will contact SGR and work with the TPO's legal counsel to develop a contract to execute with SGR.

B. Review Elements of Executive Director Search Committee Action Plan

- Executive Director Job Description
- Executive Director Salary Range
- Schedule of Activities and Timeframes

Chairperson Wheeler noted that the last time the Executive Director job description was updated was in 2011. This does not need to be resolved today but she would like a firm standing on where this is headed so the information can be given to SGR.

Mr. Gougelman recommended that the job description be reviewed by his labor attorneys to ensure it covers all Equal Employment Opportunity Act, Americans with Disabilities Act and other requirements.

Chairperson Wheeler agreed. She asked if members had any questions or comments regarding the job description.

Mayor Partington commented he is fine with the job description but asked if the salary range should be included from \$120,000 annually to \$160,000 or if it should be left negotiable. Regarding the schedule of activities and timeframes, we do not want to rush but have some expediency to fill the position.

Chairperson Wheeler replied that if we want to hire a high caliber candidate we are going to have to increase the salary; we need to have a range but have some room for negotiation.

Discussion ensued regarding the salary range and how it compares to other MPOs of similar size. Mr. Gougelman suggested reaching a tentative conclusion but revisit it with the recruitment consultant for input; members agreed. . Based on discussion and Mr. Gougelman's suggestion, a consensus was reached to develop a salary range and work with the recruitment firm to refine it. Additional information will be brought back at the next EDSC meeting. According to the Action Plan, the recommended salary range will be presented to the full TPO Board for approval.

Ms. Nicoulin stated that will also give staff an opportunity to compare the salary range with the budget to ensure we have the budgeted amount for the considered salary.

Commissioner Cloudman referred to the job description and noted that the TPO has had to make policy changes at FDOT's request in the past such as the TPO Chairperson approving the Executive Director's timesheets; he asked if there are any FDOT changes that need to be incorporated into the job description.

Ms. Nicoulin replied she will contact FDOT for information; the job description will be fleshed out as the recruitment firm develops the position profile.

C. Set Meeting Date(s) for upcoming Executive Director Search Committee Meetings

Ms. Nicoulin stated it was identified within the Action Plan that a more detailed schedule of activities would be brought to the TPO Board for approval; identifying that schedule and what those activities are will be worked out once we begin working with SGR. SGR has a general timeline of a 15-week process and will identify which activities will need to go back to the full board; those details will be fleshed out further. She does not have that information or schedule yet.

Chairperson Wheeler replied that unless we receive vital information from SGR, her suggestion is to hold the next EDSC meeting before the next Executive Committee meeting.

Chairperson Wheeler stated the job description will also be discussed at the next meeting after Mr. Gougelman reviews it.

Councilwoman Power asked if the job description had to be approved by the full TPO Board.

Ms. Nicoulin replied no; however, the salary range will be presented to the board for approval. TPO staff will reach out to SGR and work with Mr. Gougelman on the contract.

Chairperson Wheeler asked if the contract would need to be approved by the EDSC.

Mr. Gougelman replied yes, authority was delegated to the EDSC by the TPO Board.

Ms. Nicoulin stated that as SGR develops a position profile, they will ask EDSC members what attributes they would like to see in an Executive Director.

Chairperson Wheeler asked if members would be contacted individually.

Ms. Nicoulin replied possibly or it will be at an EDSC meeting.

Council Member Girtman stated the candidate should be a demonstrated collaborator.

Mr. Gougelman suggested that if SGR contacts members individually that the cumulative discussions had should be brought to the EDSC to be discussed and confirmed to be consistent with the Sunshine Law. This will also

give members the chance to vet those attributes and reach a stronger consensus of the type of person we are looking for.

IV. Staff Comments

There were no staff comments.

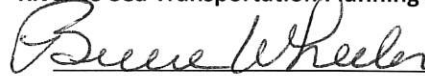
V. Executive Director Search Committee Member Comments

There were no member comments.

VI. Adjournment

The EDSC meeting adjourned at 9:43 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 August 4, 2021 regular meeting of the Executive Director Search Committee (EDSC), approved and duly signed this 1st day of October 2021.



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