

**Executive Director Search Committee
Meeting Minutes
October 1, 2021**

Members Physically Present:

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

Representing:

DeLand
Deltona
Edgewater
Volusia County
Volusia County

Members Virtually Present:

Mayor Bill Partington

Representing:

Ormond Beach

Members Absent:

Commissioner Jason McGuirk (excused)

Representing:

New Smyrna Beach

Others Present:

Debbie Stewart, Recording Secretary
Colleen Nicoulin
Anna Taylor
Doug Thomas
Big John

Representing:

TPO Staff
TPO Staff
FDOT
Strategic Government Resources (SGR)
Press

Others Virtually Present:

Pam Blankenship

Representing:

TPO Staff

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 five voting members physically present and one voting member virtually present.

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

Mr. Big John, press, provided comments regarding the need for a road program and encouraged members to think about how to fund new roads for the future and to consider a one cent sales tax option for the 2022 ballot.

III. Business Items

A. Review and Approval of August 4, 2021 Executive Director Search Committee Meeting Minutes

MOTION: *A motion was made by Commissioner Cloudman to approve the August 4, 2021 Executive Director Search Committee meeting minutes. The motion was seconded by Councilwoman Power and carried unanimously.*

B. Review and Approval of September 1, 2021 Executive Director Search Committee Meeting Minutes

MOTION: *A motion was made by Commissioner Ramos to approve the September 1, 2021 Executive Director Search Committee meeting minutes. The motion was seconded by Councilwoman Power and carried unanimously.*

C. Discussion with Strategic Government Resources (SGR) Regarding Executive Director Profile

Chairperson Wheeler introduced Mr. Doug Thomas, Strategic Government Resources (SGR), to give the presentation and lead the discussion on the Executive Director Profile.

Mr. Thomas gave a PowerPoint presentation and an overview of his background. He explained SGR's recruitment process, the keys to a successful search, the position profile brochure, and the importance of social media marketing for the position. He reviewed SGR's recruitment methodology and a typical search timeline. He explained that SGR does a deep vetting of candidates including a criminal background, credit check, and social media posts so that when a candidate comes in for a face-to-face interview, the EDSC will know as much as possible about the candidate. The semi-final candidates will be asked to provide responses to a video of recorded questions. SGR also asks for a variety of references from previous and current positions; it is an automated system so those responding can remain anonymous which tends to provide a more candid response.

Chairperson Wheeler thanked him for giving the history of SGR and noted she is encouraged and confident that the EDSC has chosen the right recruitment firm. She asked what was included in the fee for SGR and what would be an additional cost.

Mr. Thomas replied the proposal amount was \$24,900 and that includes everything he discussed; costs above that will be for ad placement and any candidate travel that may be required.

Members discussed the attributes and skills they would like to see in candidates including effective communication skills, the ability to be flexible and think outside the box. A suggestion was made that Mr. Thomas reach out to Team Volusia for information regarding the area and what Volusia County has to offer. The candidate will also need to be able to work with FDOT and the community and be willing to listen to suggestions. Also, the candidate will need to be able to work with current TPO staff and build on them.

Members continued to discuss attributes and skills they want to see in candidates for the Executive Director position including that the candidate should be innovative, collaborative, respectful and inclusive of all board members and the community. The candidate will also need to be able to handle discord not only with the board members but in the community as well. The EDSC also would like to know how a candidate has handled conflict, problems and how they would resolve issues. It was suggested that FDOT be somewhat involved in the process because they are a major partner with the TPO; Mr. Thomas agreed and will be in contact with Ms. Anna Taylor, FDOT for input and possibly the FDOT District 5 Secretary, Mr. Jared Perdue. He also suggested having another advisory committee involved in the search process to include other stakeholders.

Ms. Taylor noted that FDOT acted in an advisory role in the search for an Executive Director for both the Ocala/Marion TPO and MetroPlan Orlando; they reviewed the applications of the final candidates and provided feedback.

Mr. Thomas asked EDSC members what the top three issues the next Executive Director will face.

Members agreed that funding and financial constraints are an issue as well as being able to cut through red tape; discernment is needed and being able to listen and communicate well with the board, staff and the community. The candidate should also be politically savvy as they will be dealing with multiple people from various communities and partners such as FDOT.

Mayor Partington stated he would like Mr. Thomas to provide his contact information so that he can speak with his City Manager, the Volusia County Manager as well as other community leaders to provide background information. He feels one of the biggest challenges an incoming Executive Director will have is educating people on what the TPO does and how to work through the system so that they are fair to everyone.

Mr. Thomas replied he will provide that information to Ms. Nicoulin to distribute.

Members continued the discussion on Executive Director attributes they would like to see and what challenges an incoming Executive Director may face.

Mr. Thomas asked if a salary range has been determined.

Ms. Nicoulin replied yes; \$120,000 to \$160,000 annually.

D. Discussion of Next Steps

Next steps were not discussed.

IV. Staff Comments

There were no staff comments.

V. Executive Director Search Committee Member Comments

There were no member comments.

VI. Adjournment

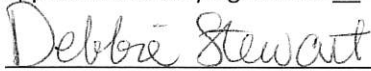
The EDSC meeting adjourned at 11:28 a.m.

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 October 1, 2021 regular meeting of the Executive Director Search Committee (EDSC), approved and duly signed this 3rd day of November 2021.



Debbie Stewart, Recording Secretary
River to Sea Transportation Planning Organization