

**Executive Director Search Committee
Meeting Minutes
November 17, 2021**

Members Physically Present:

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

Representing:

DeLand
Deltona
Edgewater
Ormond Beach
Volusia County

Members Virtually Present:

Council Member Barbara Girtman

Representing:

Volusia County

Members Absent:

Commissioner Jason McGuirk (excused)

Representing:

New Smyrna Beach

Others Present:

Debbie Stewart, Recording Secretary
Colleen Nicoulin
Stephan Harris
Anna Taylor
Sarah McNamara
Tyler Burgett
Big John
Jon Cheney

Representing:

TPO Staff
TPO Staff
TPO Staff
FDOT
FDOT
FDOT
Press
Volusia County Traffic Engineering

Others Virtually Present:

Pam Blankenship
Dave Hutchinson
Doug Thomas
Jay Williams

Representing:

TPO Staff
Sarasota Manatee MPO
Strategic Government Resources (SGR)
Volusia County

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 9:30 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

There were no public comments.

III. Business Items

A. Review and Approval of October 1, 2021 Executive Director Search Committee Meeting Minutes

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

B. Review and Approval of Draft Position Profile Brochure from Strategic Government Resources (SGR)

Mr. Doug Thomas, SGR, stated he provided both the draft position profile brochure and the ad placement language and timeline.

Members reviewed the position profile brochure and made minor corrections and suggestions.

MOTION: *A motion was made by Mayor Partington to approve the Position Profile Brochure from Strategic Government Resources (SGR) as amended with minor corrections. The motion was seconded by Commissioner Ramos and carried unanimously.*

C. Review and Approval of Recommended Advertisement Language and Placement

Mr. Thomas stated that as part of their contract, SGR provides recommended advertising language that is placed in a variety of locations; those that are free or of low-cost are always recommended and SGR does its own promotion for the position. The pass-through costs will be for those placements that are not free. They have identified national and state organizations that they typically use for a position of this nature.

Ms. Nicoulin noted that there is a budget specific to ad placement of \$5,000 which was approved as part of the Executive Director Search Action Plan; it is separate from the contract with SGR.

Mr. Thomas reviewed the list of national, state and municipal association recommended ad placements.

Members reviewed the recommended list of ad placements and discussed the costs for the various placement. They reviewed the language for the ad placement and suggested minor changes to the layout and language.

Mr. Thomas stated the changes will be made and two links will be sent to Ms. Nicoulin; a link to SGR's ad portal and a link to the profile position brochure.

Discussion continued.

MOTION: *A motion was made by Councilwoman Power to approve the recommended advertisement language and placement as amended with the suggested changes. The motion was seconded by Commissioner Ramos and carried unanimously.*

D. Review and Approval of Executive Director Search Schedule

Mr. Thomas reviewed the draft Executive Director Search schedule; it was previously discussed to potentially have a final candidate for consideration at the February 23, 2022 TPO Board meeting. They have projected having the position profile brochure ready to launch by next Tuesday.

Chairperson Wheeler asked if the link would be received at that time.

Mr. Thomas replied yes; once it is official and the edits are made, he will send the link to Ms. Nicoulin for her to share with the EDSC members. He continued to review the schedule.

Members discussed the schedule and agreed to schedule the next EDSC meeting for January 5, 2022 at 9:30 am following the Executive Committee meeting.

MOTION: *A motion was made by Council Member Girtman to approve the Executive Director Search schedule and to schedule the next EDSC meeting for January 5, 2022 at 9:30 am. The motion was seconded by Council Member Girtman and carried unanimously.*

IV. Staff Comments

There were no staff comments.

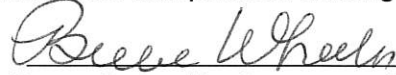
V. Executive Director Search Committee Member Comments

There were no member comments.

VI. Adjournment

The EDSC meeting adjourned at 10:45 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 November 17, 2021 regular meeting of the Executive Director Search Committee (EDSC), approved and duly signed this 5th day of January 2022.



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