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Public notice was given to *The Register-Guard* for publication on November 11, 2010.

**LANE TRANSIT DISTRICT
BOARD OF DIRECTORS
EXECUTIVE SEARCH COMMITTEE**

**Tuesday, November 16, 2010
3:00 p.m.**

**LTD CONFERENCE ROOM
3500 E. 17th Avenue, Eugene
(off Glenwood Blvd.)**

(No public testimony will be heard at this meeting.)

A G E N D A

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|------|--|---|
| I. | CALL TO ORDER | |
| II. | ROLL CALL | |
| | Eyster (Chair) ____ Dubick ____ Evans ____ Gillespie ____ Towery ____ | |
| III. | APPROVAL OF MINUTES | 2 |
| | • Minutes of the September 30, 2010, Meeting of the LTD Board Executive Search Committee | |
| IV. | SEARCH FIRM SELECTION PROCESS | 5 |
| V. | NEXT MEETING | |
| VI. | ADJOURNMENT | |

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MINUTES OF EXECUTIVE SEARCH COMMITTEE MEETING
LANE TRANSIT DISTRICT BOARD OF DIRECTORS

September 30, 2010

Pursuant to notice given to *The Register-Guard* for publication on September 28, 2010, and distributed to persons on the mailing list of the District, a meeting of the Lane Transit District Board of Directors Executive Search Committee was held on Thursday, September 30, 2010, in the Conference Room at 3500 E 17th Avenue, Eugene.

Present: Michael Eyster, Board President
Greg Evans
Michael Dubick
Doris Towery
David Collier, Senior Human Resources Analyst
Mark Pangborn, General Manager
Jeanne Schapper, Clerk of the Board
Susan Oldland, Administrative Secretary, Human Resources/Recording Secretary

Absent: Gary Gillespie

CALL TO ORDER: Mr. Eyster convened the meeting and called the roll at 3:02 p.m. With the exception of Mr. Gillespie and Ms. Towery, all Committee members were present. Ms. Towery arrived at 3:10 p.m.

GENERAL MANAGER SELECTION PROCESS: Mr. Eyster opened the meeting and stated his goals for the meeting: 1) to hear from the Board Human Resources (HR) Committee and the Board Executive Search (ES) Committee on the progress each committee has made toward the selection process; and, 2) to develop selection process recommendations to take to the full Board. Further, he stated that the Committee should discuss defining the scope of work for the private consultant, and discuss methods for community outreach and gathering input. He noted that he is impressed with the process the Eugene 4J School District has developed in its search for the Superintendent of Schools position, which includes ads, a website, and other modes of community outreach.

Mr. Dubick gave an update on the Board HR Committee meeting of September 28, 2010. He reported that the final list of outreach contacts was developed and all Board members were assigned at least three contacts on the list. He indicated that the plan is to return feedback to Mr. Collier by October 15 in order to get the process moving quickly.

The Committee also discussed using additional outreach tools, such as Survey Monkey, to glean more community input. A new timeline developed by Mr. Collier was reviewed, listing dates, responsible parties, and types of tasks for completion. Mr. Dubick explained that this timeline will guide the search process from developing a Request For Proposal (RFP) to selecting a recruiting firm, building a position profile, and distributing the information to appropriate recruiting publications and agencies. He reported that the search will run from early February 2011, through March 15, 2011; and LTD will work closely with the recruiting firm in the process. He also voiced concern that the number of

candidates needs to be manageable since the process is going to be complicated and intense, and the Board will be very involved. He stated that the Committee intends to have a finalist and negotiate a contract by May 2011.

Mr. Dubick relayed that the Board HR Committee voted to turn the entire process over to the Board ES Committee. Mr. Collier reported that he e-mailed the community contact list and input questions to Committee member just prior to the meeting.

Mr. Evans asked that if the ES Committee follows a public outreach process similar to the 4J School District's, would the ES Committee do so prior to selecting the search firm; or would LTD direct the search firm in this process. Mr. Eyster replied that LTD can gather the input and provide it to the search firm to assist them in developing the profile. Mr. Dubick relayed that the search firm needs to be hired by December and that cumbersome outreach methods, such as forums, may not be timely. He stated that the search firm, given the timeframe, would know the most practical approach to attain the information quickly and should be given the lead. Mr. Evans agreed that the expertise of the search firm should be utilized. Mr. Dubick also pointed out that more data collected means more work for staff. Mr. Eyster agreed with Mr. Dubick and Mr. Evans, and stated that the Committee's focus would be better spent on selecting a search firm. Ms. Towery also agreed that if a firm is going to be hired, the firm should be allowed to use its expertise.

Mr. Eyster raised a concern about having enough outreach at the beginning of the process to ensure that everyone has an opportunity to voice his/her opinion. It would be unwise to subject the new general manager to unnecessary feedback from those who were inadvertently excluded. Ms. Towery stated that once the final panel of candidates is selected, many opportunities for input will be available. She reported that she has witnessed recent local government searches with limited front-end input, which resulted in successful placements. Mr. Dubick stated that most people do not necessarily understand the nature of the position, so early feedback may not be useful. He indicated that the intent is to understand what the public wants from LTD and the characteristics the general manager needs to meet those expectations.

Mr. Evans voiced his concern that opening the feedback process too widely may attract those individuals who have "an ax to grind," which would not be useful. He would like the search firm to focus outreach to ridership, employees, the local business community, elected officials, and CEOs of local organizations. Mr. Pangborn agreed that these groups are most critical to engage, and that members of the minority community should be contacted directly. Mr. Eyster summarized this discussion, stating that the search firm will need to lead a broad outreach effort. Mr. Pangborn reiterated that for now, getting the search process underway is critical.

Mr. Collier reviewed models for search firm RFPs, including the RFP for LTD's Maintenance Director and the City of Eugene's Executive Director of Planning and Development. He pointed out that the RFPs for the City's position included different cost structures for various levels of staff involvement. Mr. Pangborn pointed out that LTD does not have a level of Human Resources staff comparable to the City's. Mr. Dubick agreed that the selected firm should be responsible for all phases of the search, with LTD staff providing support. Ms. Towery pointed out that national search firms have the expertise and ability to provide the service and should be relied upon to do so.

Minutes of Board Executive Search Committee Meeting

September 30, 2010

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Mr. Eyster asked if the Committee needed to reconvene to approve criteria for the RFP. Mr. Pangborn suggested instead that Mr. Collier develop and send out a draft RFP to the Committee for approval. Additionally, he emphasized that the full Board needs to be involved only as they deem necessary during this preliminary phase. Mr. Collier stated that key community member phone calls and resulting input need to be made and returned to Mr. Collier no later than October 15, 2010.

NEXT MEETING: To be determined.

ADJOURNMENT: Mr. Eyster adjourned the Meeting at 3:40 p.m.

Recording Secretary

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EXECUTIVE SEARCH COMMITTEE AGENDA ITEM SUMMARY

DATE OF MEETING: November 16, 2010

ITEM TITLE: SEARCH FIRM SELECTION PROCESS

PREPARED BY: David Collier, Senior Human Resources Analyst

ACTION REQUESTED: None

BACKGROUND: The Executive Search (ES) Committee is composed of five of the seven LTD Board members. Board members Dean Kortge and Ed Necker do not serve on the ES Committee. During the special LTD Board of Directors meeting on November 8, 2010, the Board members present, including Dean Kortge and Ed Necker, agreed that all Board members would review all executive search firm RFPs received; however, the final selection of a search firm would be made by the ES Committee.

The RFPs received for the executive search firm were forwarded to the five Committee members, with a request to review and rate the RFPs for consideration by the ES Committee at its November 16 meeting. Items for discussion during the November 16 meeting include:

- 1) Selecting firms for interview
- 2) Determining timeline for interviews

ATTACHMENTS:

- 1) November 4, 2010, Memorandum to LTD Board of Directors
- 2) Proposed Timeline

PROPOSED MOTION: None

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November 4, 2010

MEMORANDUM

TO: Executive Search Committee
FROM: David Collier, Senior Human Resources Analyst
SUBJECT: Executive Search Process

Enclosed is a copy of LTD's original Request for Proposal (RFP) for consulting services that included the criteria to be used to evaluate the proposals. Also enclosed are all proposals received, along with the instructions for evaluating and scoring the proposals.

The next meeting of the Executive Search Committee is scheduled to be held on Tuesday, November 16, at 3:30 p.m., in LTD's conference room. The main agenda item for this meeting will be narrowing down the list of consultants being considered. In preparation for this meeting, please review and score these proposals prior to the meeting.

Thank you.

DC:jms

Enclosures

cc: Jeanette Bailor, LTD Purchasing Manager

Q:\Reference\Board Packet\2010\11\Exec Search 11-16-10\RFP memo to Board 11-04-10.docx

EXECUTIVE SEARCH COMMITTEE
SELECTION PROCESS
PROPOSED TIMELINE

November 16 – Executive Search Committee meets to evaluate proposals

November 17-30 – Phone interviews / reference checks

December 1 – Committee meets to select firm

December 2 – Offer made to firm/firm accepts or rejects

December 2-5 – If firm rejects offer, schedule Committee meeting to discuss options

December 5-10 – Execute options

December 10-15 – Repeat steps 4 through 6 as necessary

December 15-17 – LTD and firm enter into agreement.