



Public notice was given to *The Register-Guard* for publication on April 8, 2015.

**LANE TRANSIT DISTRICT
BOARD OF DIRECTORS
HUMAN RELATIONS COMMITTEE**

**Thursday, April 9, 2015
8:00 a.m.**

**LTD NEXT STOP CENTER
1099 Olive Street, Eugene**

Public testimony will not be heard at this meeting

AGENDA

Page No.

- | | | |
|------|---|---|
| I. | CALL TO ORDER | |
| II. | ROLL CALL | |
| III. | Gillespie (Chair) _____ Wildish _____ Grossman _____ | |
| IV. | APPROVAL OF MINUTES | 2 |
| | • Minutes of the January 9, 2015, Meeting of the LTD Board Human Relations Committee | |
| | • Minutes of the January 26, 2015, Meeting of the LTD Board Human Relations Committee | |
| V. | GENERAL MANAGER SELECTION PROCESS | 5 |
| VI. | NEXT MEETING | |
| VII. | ADJOURNMENT | |

MINUTES OF HUMAN RELATIONS COMMITTEE MEETING
LANE TRANSIT DISTRICT BOARD OF DIRECTORS

January 9, 2015

Pursuant to notice given to *The Register-Guard* for publication on January 8, 2015, and distributed to persons on the mailing list of the District, a meeting of the Lane Transit District Board of Directors Human Relations Committee was held at 8:30 a.m. on Friday, January 9, 2015, in the District's conference room at 3500 E 17th Avenue, Eugene.

Present: Michael Dubick, Chair
Julie Grossman
Gary Wildish
Mary Adams, Director of Administrative Services
Jeanne Schapper, Clerk of the Board/Recording Secretary

CALL TO ORDER: Mr. Dubick called the meeting to order at 8:33 a.m. and called the roll.

APPROVAL OF MINUTES: Ms. Grossman moved approval of the minutes as written; Mr. Wildish provided the second. The October 28, 2014, November 12, 2014, December 19, 2014, and December 29, 2014, LTD Board Human Resources Committee meetings comprised the minutes.

VOTE The motion was approved as follows:

AYES: Dubick, Wildish, Grossman (3)
NAYS: None

EXECUTIVE SESSION PURSUANT TO ORS 192.660(2)(i):

MOTION It was moved by Ms. Grossman and seconded by Mr. Wildish that the Committee meet in Executive Session pursuant to ORS 192.660(2)(i) to review and evaluate the employment-related performance of the general manager of LTD.

VOTE The motion was approved as follows:

AYES: Grossman, Dubick, Wildish (3)
NAYS: None

The Committee entered Executive Session at 8:35 a.m.

RETURN TO REGULAR SESSION: The Committee returned to regular session at 9:02 a.m.

RECESS: The Committee was in recess from 9:02 a.m. to 9:11 a.m.

EXECUTIVE SESSION PURSUANT TO ORS 192.660(2)(i):

MOTION It was moved by Ms. Grossman and seconded by Mr. Wildish that the Committee meet in Executive Session pursuant to ORS 192.660(2)(i) to review and evaluate the employment-related performance of the general manager of LTD.

VOTE The motion was approved as follows:

AYES: Grossman, Dubick, Wildish (3)
NAYS: None

The Committee entered Executive Session at 9:11 a.m. LTD General Manager Ron Kilcoyne joined the meeting at 9:11 a.m. and left the meeting at 9:45 a.m.

Ms. Grossman left the meeting at 10:12 a.m.

RETURN TO REGULAR SESSION: The Committee returned to regular session at 10:26 a.m.

NEXT MEETING: The next meeting is tentatively scheduled to be held on Tuesday, January 20, 2015.

ADJOURNMENT: There was no further discussion, and the meeting adjourned at 10:28 a.m.

Recording Secretary

MINUTES OF HUMAN RELATIONS COMMITTEE MEETING
LANE TRANSIT DISTRICT BOARD OF DIRECTORS

January 26, 2015

Pursuant to notice given to *The Register-Guard* for publication on January 25, 2015, and distributed to persons on the mailing list of the District, a meeting of the Lane Transit District Board of Directors Human Relations Committee was held at 3:00 p.m. on Monday, January 26, 2015, in the District's conference room at 3500 E 17th Avenue, Eugene.

Present: Michael Dubick, Chair
Julie Grossman
Gary Wildish
Mary Adams, Director of Administrative Services
Jeanne Schapper, Clerk of the Board/Recording Secretary

CALL TO ORDER: Mr. Dubick called the meeting to order at 3:03 p.m. and called the roll. Ms. Grossman joined the meeting via conference telephone.

EXECUTIVE SESSION PURSUANT TO ORS 192.660(2)(i):

MOTION It was moved by Mr. Wildish and seconded by Ms. Grossman that the Committee meet in Executive Session pursuant to ORS 192.660(2)(i) to review and evaluate the employment-related performance of the general manager of LTD.

VOTE The motion was approved as follows:

AYES: Grossman, Dubick, Wildish (3)
NAYS: None

The Committee entered Executive Session at 3:04 p.m.

Ms. Grossman left the meeting at 3:25 p.m. and returned to the meeting via conference telephone at 3:38 p.m.

RETURN TO REGULAR SESSION: The Committee returned to regular session at 4:24 p.m.

NEXT MEETING: The next meeting is tentatively scheduled to be held on Tuesday, February 10, 2015.

ADJOURNMENT: There was no further discussion, and the meeting adjourned at 4:24 p.m.

Recording Secretary

BOARD HUMAN RELATIONS COMMITTEE AGENDA ITEM SUMMARY

DATE OF MEETING: April 9, 2015

ITEM TITLE: GENERAL MANAGER SELECTION PROCESS

PREPARED BY: Roland Hoskins, Director of Administrative Services, and
David Collier, Human Relations Manager

ACTION REQUESTED: Agree to a draft of the process and timeline, including the scope of responsibility for the Human Relations Committee.

BACKGROUND: General Manager Ron Kilcoyne has expressed his intent to retire. As the hiring body, the Board of Directors will conduct a search for a replacement. It is important to establish a process and timeline so that the decision can be made in a timely manner. Staff will present recruitment information and a general timeline for discussion at this meeting.

The Committee also will review the general manager selection process to determine that the tasks carried out by the Human Relations Committee complement those carried out by the Board of Directors.

ATTACHMENTS:

- 1) General Manager Selection Basic Outline
- 2) Process Timeline (Versions 1 and 2)

Q:\Reference\Board Packet\2015\04\HR 4-9-15\AgenSum GM Selection Process.doc

General Manager Selection Basic Outline

April 9, 2015

- I. Board conducts GM evaluation
 - A. Input gathered from community members
 - 1. Timeline-
 - 2. Responsible party-

- II. Board Selects Recruiting Firm
 - A. Determine search criteria
 - 1. Timeline-
 - 2. Responsible party-
 - B. Send out Request for Proposal
 - 1. Timeline-
 - 2. Responsible party-

- III. Board determines profile of successful candidate with recruiting firm
 - A. Input from community members
 - 1. Timeline-
 - 2. Responsible party-
 - B. Input from LTD Staff
 - 1. Timeline-
 - 2. Responsible party-

- IV. Board makes determination with firm on community involvement
 - A. Review input
 - 1. Timeline-
 - 2. Responsible party-

- V. Board determines a timeline with the recruiting firm
 - A. Recruiting begins
 - 1. Timeline-
 - 2. Responsible party-

- VI. Board determines interview process with firm
 - A. Community members selected
 - 1. Timeline-
 - 2. Responsible party-
 - B. Staff members selected
 - 1. Timeline-
 - 2. Responsible party

C. Candidates shown community

1. Timeline-
- 2.
3. Responsible party-

VII. Board selects finalist

A. Reference checks including visit to candidates hometown

1. Timeline-
2. Responsible party-

B. Finalist revisits community?

1. Timeline-
2. Responsible party-

VIII. Board and legal counsel negotiate contract

A. Salary

1. Timeline-
2. Responsible party-

B. Start date

1. Timeline-
2. Responsible party-

IX. New general manager starts

A. Orientation

1. Timeline-
2. Responsible party-

B. Check in with GM

1. Timeline-
2. Responsible party-

**GENERAL MANAGER SELECTION PROCESS
PROPOSED TIMELINE (Version 1)
April 9, 2015**

In selecting

March 30	Ron announces retirement.
April 6	Board accepts retirement.
April 9	Board HR Committee Meeting - Discuss process.
April 15	HR Committee reports to full Board.
April 27	RFP goes out - Board identifies firms to conduct professional recruit.
May 15	RFP Closes and community input is gathered.
June 15	Professional recruiter selected. Board meets with recruiter to outline process and selection criteria.
July 1	Position posted/Recruitment begins?
August	Candidate screening begins.
August 28	Recruitment closes.
September	Interview process.
September (early)	Prepare for onsite interviews.
September (Late)	Onsite interviews.
October (early)	Selection process occurs – interviews, reference checks, etc.
October (Mid)	Final selection made. On-board strategy developed.
December 1	New GM Starts

**GENERAL MANAGER SELECTION PROCESS
PROPOSED TIMELINE (Version 2)
April 9, 2015**

In selecting

March 30	Ron announces retirement.
April 6	Board accepts retirement.
April 9	Board HR Committee Meeting - Discuss process.
April 15	HR Committee reports to full Board.
April 27	RFP goes out - Board identifies firms to conduct professional recruit.
May 29	RFP closes and community input is gathered.
July 15	Professional recruiter selected. Board meets with recruiter to outline process and selection criteria.
August 3	Position posted/recruitment begins?
September	Candidate screening begins.
September 30	Recruitment closes.
October	Interview process.
October (Early)	Prepare for onsite interviews.
October (Late)	Onsite interviews.
November (early)	Selection process occurs – interviews, reference checks, etc.
November (Mid)	Final selection made. On-board strategy developed.
January 1	New GM Starts