

## MINUTES OF HUMAN RELATIONS COMMITTEE MEETING

### LANE TRANSIT DISTRICT BOARD OF DIRECTORS

May 4, 2015

Pursuant to notice given to *The Register-Guard* for publication on May 2, 2015, and distributed to persons on the mailing list of the District, a meeting of the Lane Transit District Board of Director's Human Relations Committee was held at 1:00 p.m. on Monday, May 4, 2015, in the District's Board Room at 3500 E 17<sup>th</sup> Avenue, Eugene.

Present: Gary Gillespie, Chair  
Gary Wildish  
Roland Hoskins, Director of Administrative Services  
David Collier, Human Relations Manager  
Mary Talentinow, Purchasing Manager  
Jeanne Schapper, Clerk of the Board  
Mackenzie Cowan, Human Relations Secretary/Recording Secretary

Absent: Julie Grossman

**CALL TO ORDER/ROLL CALL:** Mr. Gillespie called the meeting to order at 1:00 p.m. and called the roll.

**EXECUTIVE SEARCH FIRM SELECTION PROCESS:** Ms. Talentinow asked if everyone had completed scoring the two proposals that were submitted for the executive search firm Request for Proposals (RFP). Mr. Gillespie said that the firms that responded to the RFP were KL2 Connects and Waters and Company. Ms. Talentinow said that the goal for today's Committee meeting was to come up with a general score for both firms and then the Committee can decide which firms to interview. She said that references also can be checked before the interviews.

Mr. Gillespie noted that Water and Company gave a two-year guarantee on the general manager's employment without termination, while KL2 gave a one-year guarantee. He added that both firms stated that they would receive compensation if the District hired an applicant from the general manager pool for another position.

Mr. Wildish said that KL2 specializing in recruiting for transit positions attracted his attention. He asked what the District's budget was for an executive recruitment firm. Ms. Talentinow said that she reviewed the cost of the executive recruitment firm used for the previous selection process, and factored in escalation of cost for the years in-between, for an expected cost of \$43,900.00.

Mr. Wildish said that he thought that both proposals were very well done. He said that one firm seemed to be significantly larger than the other firm. He said that he liked the idea of having the firm's principal contact on the West Coast.

Mr. Gillespie noted that both firms have offices in states that have collective bargaining agreements. Mr. Wildish said that both firms seem to have worked throughout the United States.

Mr. Wildish said that he believed the most important aspect to decide on is how important it is for the executive recruitment firm to understand the transit field. He said that he believed the Committee should select an executive recruitment firm that will provide candidates with both an internal and external focus in an agency.

Ms. Talentinow said that the scores between the two firms were fairly close without any large differences, one the largest differences being a 10-point difference on Waters' scope. Mr. Wildish said that it ultimately depends on how important transit experience is to the HR Committee.

Mr. Wildish said that the attributes the Board desires in a new general manager are softer and less hard knowledge; he said that he thinks a good general manager should be able to keep track of areas in transit while also being able to focus on other areas. He said that he feels the community is asking for a general manager that is open, has good communication, and participates.

Mr. Gillespie expressed concern about the cost difference between the two firms. Mr. Hoskins said that both firms were within LTD's scope of cost. He said that the question about what the Committee is looking for in a search firm is most important. Mr. Hoskins said that from the staff perspective, he'll be looking for whether or not staff will be included in the process, and whether or not the firm will be responsive to the Board's schedule. Mr. Hoskins said that from a Board perspective, the Board should contemplate what it is they are looking for in a firm.

Mr. Gillespie said that he believes that both transit industry knowledge and communication skills are important. He said that the organization has benefited greatly from a general manager with transit knowledge and the resources he has brought to LTD. He said that he likes that KL2 has experience in recruiting individuals with a background in transit, but he would like to emphasize that interpersonal skills also are an important aspect.

Mr. Gillespie said that he believes interviewing both potential executive recruitment firms would be appropriate. He said that he would like to know what the firm's experience was regarding hiring general managers of represented work units.

Mr. Hoskins asked if Mr. Gillespie was leaning more or less towards supporting the build-out of bus rapid transit (BRT). Mr. Gillespie answered that he was leaning more towards the build-out. He said that one of his key criteria was to maintain a collaborative relationship with the union. Mr. Hoskins asked what was strategically important for Mr. Gillespie regarding the community. Mr. Gillespie said that the community currently seems to be a missing aspect of LTD.

Mr. Hoskins asked Mr. Wildish what was important for the organization's direction. Mr. Wildish said that he believed it would be beneficial for the organization to continue with BRT. In response to a question concerning other aspects of a general manager that were important to him, Mr. Wildish said that he was concerned about the face of LTD. He said that the face of LTD to the riders was the drivers. He said that the drivers do an amazing job interacting with the riders. He

said that he is particularly concerned about the face of LTD for those that do not often ride the bus, LTD supporters, and LTD's partners. He stated his belief that the personality and communications skills of the next general manager are very important.

Mr. Wildish said that the individual from KL2 who would be heading LTDs recruitment is one of the owners and has extensive experience in transit. He said that he would be surprised if KL2 had no experience in recruiting individuals with no communications/interpersonal skills. He stated that his impression of KL2 was that they will speak to the Board and ask what the Board desires in the next general manager.

Ms. Talentinow said that the overall average score for KL2 was 81.2 points and for Waters and Company was 83.6 points. Mr. Wildish said that it appears that the firms are similar in experience and ability. Mr. Hoskins asked if the Committee would like to interview both firms and if the Committee wanted to extend the RFP deadline to see if any other firms responded. The Committee indicated its preference to interview both firms.

Mr. Wildish said that he would like to clarify the length of KL2's on-site visits, as the proposal states that they will be on-site twice but does not specify the number of days each visit will be.

Ms. Talentinow said that if everyone was in agreement regarding the scores, the next steps would be to conduct reference checks and check the Oregon Business Registry to see if the firms have worked in Oregon. She said that another step would be to schedule interviews for both firms.

Mr. Wildish said that his initial reaction to the proposals was that two was not sufficient to move forward in the process; but after reading the proposals, he believes that both are of such high quality that he would like to move forward with the interview process.

Mr. Gillespie said that two proposals seemed like a light response. He asked if the Committee wanted to extend the RFP deadline to see if any other proposals were submitted. Ms. Talentinow responded that the time of year was the peak season for RFPs, and she has seen several other general manager postings over the last few months. She said that the deadline could be extended, but there was no guarantee that there would be more response.

Mr. Hoskins asked if all the scorers of the proposals were comfortable moving to the next steps in the RFP process. All scorers agreed that due to the high quality of both proposals, they were comfortable moving forward with the process.

The Committee formed a list of questions that they would like to ask KL2 during the interview:

1. What is the length of each of the two visits KL2 specified in their proposal?
2. How does KL2 assess the candidates interpersonal and community relations skills?
3. How would KL2 address any internal applicants?
4. What is KL2's experience hiring for positions in organizations with collective bargaining units?

The Committee also formed a list of questions to ask Waters and Company during the interview:

1. What is Waters and Company's experience hiring for a transit agency?
2. What are Waters and Company's assessment instrument and video interviews?
3. Who has access to Waters and Company's online applicant information?
4. What is Waters and Company's experience hiring for positions in organizations with collective bargaining units?

Mr. Wildish expressed his belief that KL2, specializing in transit, would be prepared to locate a candidate that is well rounded in the community. Mr. Hoskins offered that a person's skills that achieve success in one community may not find success in a different community. He added that LTD's expectations for community involvement may be greater than the expectations of community involvement in other areas.

Ms. Talentinow said that some of the questions the Committee would like to ask the candidates could also be asked of the candidates' references. Mr. Collier said that he could review the questions that were asked of the search firms' references during the last recruitment process and revise as needed.

Mr. Gillespie said that he will provide an update to the full Board of Directors at the Thursday, May 7, Special Board Meeting/Work Session. Mr. Hoskins said that he, Mr. Collier, and Ms. Cowan will begin to check the candidates' references.

**NEXT MEETING:** Mr. Collier will schedule Skype interviews with the two firms on a Monday prior to the May 20, 2015, Board Meeting.

**ADJOURNMENT:** The meeting was adjourned at 2:55 p.m.

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Recording Secretary