

MINUTES OF DIRECTORS MEETING  
LANE TRANSIT DISTRICT

SPECIAL BOARD MEETING  
BY CONFERENCE CALL

Thursday, July 2, 2015

Pursuant to notice given to *The Register-Guard* for publication on June 26, 2015, and distributed to persons on the mailing list of the District, the Board of Directors of the Lane Transit District held a special meeting on Thursday, July 2, 2015, beginning at 10:00 a.m., in the LTD Conference Room at 3500 East 17<sup>th</sup> Avenue, Eugene.

Present: Gary Wildish, President, presiding  
Carl Yeh, Vice President  
Ed Necker, Treasurer  
Angelynn Pierce  
Gary Gillespie  
Don Nordin

Absent: Julie Grossman, Secretary

Staff: Jeanne Schapper, Clerk of the Board, Minutes Recorder  
Roland Hoskins, Director of Administrative Services  
David Collier, Human Relations Manager

Also present: Celia Kupersmith, KL2 Connects  
Al Schlimm, KL2 Connects

**CALL TO ORDER/ROLL CALL:** Mr. Wildish called the meeting to order at 10:15 a.m. and called roll. Mr. Necker, Ms. Pierce, and Mr. Gillespie were present in the LTD conference room; Mr. Wildish, Mr. Nordin, and Mr. Yeh were present via telephone conference call.

**APPROVAL OF KL2 CONNECTS GENERAL MANAGER LEADERSHIP PROFILE:** Ms. Kupersmith reviewed a summary of feedback received from staff and also input received from community members during the June 22 special Board meeting. The goal in creating the profile was to highlight true assets of the organization, along with characteristics sought in the next general manager. The list of characteristics is lengthy because it is important that potential applicants get a real sense of the community and requirements, strengths, and characteristics of the position before they apply.

Mr. Wildish asked the Board members for their thoughts concerning the list provided by KL2.

Ms. Pierce remarked that the list looked good.

Ms. Yeh agreed with everything on the list; however, he remarked that it would be helpful to have the list categorized since the list is so lengthy. Mr. Wildish agreed that the list was long and some of the items seemed somewhat repetitive.

Mr. Gillespie said that he appreciated the organizational assets reference; however, some entries seemed a bit too “Hallmark card-ish;” for example, “be humble, yet confident; decisive and effective.” That seemed to be better determined by the agency, rather than the applicant. Also, the list doesn’t seem to highlight the value placed on LTD’s relationships with APTA nor FTA. For example, the EmX expansions and the MovingAhead project are very much tied to LTD’s relationship with FTA.

Mr. Nordin appreciated the long list provided, expressing his skepticism that such a person exists. He suggested lumping three items together; for example, “communities working together” represents MovingAhead efforts along with a progressive history of LTD’s vision of the future and strategic plan, the *LTD Road Map*. He said that he would like to emphasize LTD’s reputation for being progressive.

Mr. Wildish mentioned a communication from former LTD Board President Mike Eyster that discussed the importance of community involvement of the next general manager (GM). The individual needs to recognize that the LTD GM is a public official, and public officials are active in community organizations and activities, such that the individual is easily recognized within the community as a leader. Mr. Wildish concurred with Mr. Eyster’s assessment, and he questioned if this was captured adequately in the list.

Ms. Kupersmith advised that she will incorporate language similar to, “As a public official, the person will be involved in community affairs and be easily recognizable throughout the community,” which improves upon the intent of the current wording.

Mr. Necker mentioned that he really liked the bullet referencing to “embrace LTD’s vision for the future, and commit to fulfilling it.” Mr. Wildish agreed and added that the next bullet that talks about “assisting the Board of Directors in developing that vision,” also was important.

Mr. Gillespie added that the District is involved in many of the strategic activities that occur within the community, and LTD’s leadership being involved in those processes enhances LTD’s image, profile, and respect within the community.

Mr. Necker liked the bullet, “Be flexible, open to alternative approaches, and willing to partner on decisions. It can go too far either way, but it still remains an important quality.

Mr. Gillespie asked that “process addicted” be changed to “process valued or process oriented?” The other Board members agreed.

Ms. Kupersmith agreed to make the changes as outlined above, including elaborating on the importance of bringing good relationships with APTA and FTA to work on behalf of LTD, and emphasizing that LTD is a progressive entity that is in a position to be a leader in the transit world.

Mr. Gillespie asked if the list had been shared with salaried employees and if they were provided the opportunity for feedback. Mr. Hoskins said that he has heard that employees feel comfortable with the list and liked that they were provided the opportunity to view the final product before it got to this stage. All points mentioned in this Board meeting were things that would speak to them, particularly the pieces that talk about the importance of the public official being out in the community and the District being proud of its leader. Vision

development and strength of the organization are things of which they also are proud. Most important is that the person is really engaged with the organization and the community.

Mr. Gillespie questioned if it would be prudent to share these changes with staff, but said that it sounded pretty good.

MOTION Mr. Gillespie moved the following resolution: LTD Resolution No. 2015-028: It is hereby resolved that the Lane Transit District Board of Directors approves the KL2 Connects General Manager Leadership Profile as amended. Mr. Nordin provided the second.

VOTE The resolution was approved as follows:  
AYES: Pierce, Nordin, Wildish, Necker, Gillespie, Yeh (6)  
NAYS: None  
ABSTENTIONS: None  
EXCUSED: Grossman (1)

Ms. Kupersmith advised that the advertisement would go out the next day. KL2 will be focusing on the process heavily during July, including advertising, interviewing, and screening, with updates provided to staff and Mr. Wildish every couple of weeks. Her understanding is that the Board Human Relations Committee would be convening in July to discuss the interview process. KL2 would then meet with the full Board in August to review a list of finalists, which KL2 expects to be between four and seven individuals. Confidentiality at that level remains a big issue, and Mr. Kupersmith recommended working closely with counsel to accommodate this need. The larger the candidate pool, the more applicants worry about putting their current jobs at risk. As the candidate pool is reduced to two or three, the more the candidates expect that the process becomes public. KL2 is looking at the week of September 14 to begin interviewing finalists, which is prior to the APTA Annual Meeting in October. The final two or three finalists will then be interviewed by the full Board, meet with a panel of community members, and also meet with a panel of staff.

In response to Ms. Kupersmith's request for requirements for the Board to meet in executive session to proceed with the interview process, Ms. Schapper provided guidance from the Oregon State Attorney General's Public Meetings Manual:

A governing body may hold an executive session to consider the employment of a public officer, employee, staff member, or individual agent, if the body has satisfied certain prerequisites.

This provision applies to employment of the chief executive officer, other public officers, employees, and staff members of any public body only if the vacancy for the position has been advertised, regular procedures for hiring have been adopted, and, for a public officer, the public has had opportunity to comment on the employment. The standards, criteria, and policy directives to be used in hiring the chief executive officer must be adopted at a meeting open to the public at which the public has had an opportunity to comment.

**ADJOURNMENT:** There was no further business, and the meeting adjourned at 10:48 a.m.

LANE TRANSIT DISTRICT:

ATTEST:

\_\_\_\_\_  
Julie Grossman  
Board Secretary

\_\_\_\_\_  
Jeanne Schapper  
Clerk of the Board

Date Approved: \_\_\_\_\_