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

November 16, 2010

Pursuant to notice given to *The Register-Guard* for publication on Thursday, November 11, 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 Tuesday, November 16, 2010, in the Conference Room at 3500 E 17th Avenue, Eugene.

Present: Michael Eyster, Board President
Michael Dubick
Greg Evans
Gary Gillespie
Doris Towery
Jeanette Bailor, Purchasing Manager
David Collier, Senior Human Resources Analyst
Jeanne Schapper, Clerk of the Board
Susan Oldland, Administrative Secretary, Human Resources/
Recording Secretary

CALL TO ORDER: Mr. Eyster convened the meeting and called the roll at 3:36 p.m. With the exception of Mr. Evans, all Committee members were present.

APPROVAL OF MINUTES: Mr. Dubick moved approval of the minutes of the September 30, 2010, meeting as written. Ms. Towery provided the second.

The motion was approved as follows:
AYES: Dubick, Eyster, Gillespie, Towery
NAYS: None.

Absent: Evans

SEARCH FIRM SELECTION PROCESS: The Executive Search Committee convened to choose the top three firms that would be interviewed to conduct the general manager search process. Mr. Eyster suggested a cursory poll of members, if legally acceptable, to determine Committee consensus on the lowest- and highest-ranked firms. Ms. Bailor confirmed that this process is acceptable. Eight firms submitted proposals, and all Committee members agreed unanimously on the three lowest-ranked firms.

Committee members unanimously agreed on the top-ranked firm, a Portland-based company that demonstrated a commitment to diversity, a sincere interest in the organization, and extensive experience with transit agencies. The firm also quoted one of the lowest prices. The Committee also came to consensus on the second-ranked firm. Ms. Towery was impressed that this firm mentioned incorporating internal candidates and had experience with transit agencies on the West Coast. Mr. Gillespie liked that diversity is a focus in the firm's recruitment process, and that the proposal mentioned the challenges of relocating a candidate's spouse. Mr. Dubick was impressed with the firm's scope of service detail and transit experience.

Mr. Eyster suggested that the Committee focus on the top two firms, which clearly ranked the highest. Ms. Bailor then recommended that if the gap between the second- and third-ranked firms was large enough, considering only the top two firms would be required. Mr. Collier conveyed that Mr. Evans listed a third-ranked firm that may need to be considered. Members decided to eliminate the remaining lower-ranked firms, after a brief discussion of their positive and negative aspects, including fees and candidate placement details.

In deciding whether to interview three firms instead of two, Mr. Gillespie asked if doing so would cause an additional expense. Mr. Eyster pointed out that the expense is not as important an issue as the Committee's time investment. He suggested that phone interviews and reference checks would be the next steps in the process, and Ms. Bailor recommended that reference checks be completed before interviews. She also suggested developing a list of standard questions, proposal-specific questions, and any questions that arise during the reference checks. Mr. Gillespie expressed concern about only having two candidates, should one of them drop out or do poorly. Mr. Eyster agreed that three candidates is a better pool to consider. He also stated that the Committee's time would be well used interviewing three firms. The Committee then approved the top three firms to move forward in the search process, and Ms. Bailor expressed approval of the Committee's selection process.

Members then developed lists of interview and reference check questions. Ms. Bailor explained that the questions would be e-mailed to the Committee for input and review.

Mr. Evans joined the meeting at 4:24 p.m., and Mr. Eyster apprised him of the firms selected for interviews.

In order to perform comprehensive reference checks, Ms. Towery suggested that the firms' references include the successfully hired candidate and a board member who worked with the firm. Mr. Eyster suggested that a Human Resources staff person also be contacted; Mr. Collier stated that a Board member would be sufficient, but a Human Resources staff member could be included if necessary. Ms. Towery pointed out that one of the listed references for the top-ranked firm was hired as a general manager from the position of the company's Board chair. In this case, Ms. Bailor asked the Committee to select another reference to attain a more impartial view.

Mr. Gillespie asked to include an inquiry of the firms' willingness to perform additional tasks not presented in their proposals, but listed in the competition's proposal. Ms. Bailor stated that such questions are allowable.

Mr. Eyster suggested that the Committee break into to smaller groups to perform reference checks. He said that two Committee members and a staff person would be adequate to the task, but others are welcome to participate as they are able. Mr. Dubick suggested that two Committee members participate via speaker phone, with one member present to take notes. Mr. Eyster stated that it may be helpful to first complete the reference checks, should the process generate more interview questions for the firms. Committee members agreed that all members and essential staff should be present for the full interviews.

Mr. Evans asked about the timeline to complete the reference checks. According to the timeline, reference checks should be completed by November 30. Mr. Dubick expressed concern that this date is ambitious given the upcoming Thanksgiving holiday. Ms. Towery stated that she will be in town and has some availability. Mr. Eyster agreed that he may have time to perform some reference checks by the deadline. Ms. Bailor suggested that Committee members contact familiar references to help expedite the process. Mr. Evans stated that he has personal connections with some of the references, so the Committee suggested that he complete those checks himself. Other members agreed to convene in smaller groups, per Mr. Eyster's suggestion, to complete the remaining checks.

NEXT MEETING: To be determined.

ADJOURNMENT: Mr. Eyster adjourned the Meeting at 4:39 p.m.

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Recording Secretary

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