

**JEFFERSON TRANSIT
AUTHORITY BOARD MEETING
Tuesday, May 31, 2011 1:30 p.m.
Mountain View Commons
1925 Blaine Street, Port Townsend, WA
SPECIAL MEETING MINUTES**

CALL TO ORDER/WELCOME

The Meeting was called to order by Jefferson Transit Authority Board Chair Catharine Robinson at 1:32 p.m. Other members present were David Sullivan, John Austin and Pam Thompson. Phil Johnson arrived after the meeting started. George Randels was absent and excused.

STAFF PRESENT

Dan DiGuilio, Natalie Patten

OTHERS PRESENT

Nicholas Johnson-PT Leader-entered the meeting at 1:36pm

PUBLIC COMMENT

There were no public comments

NEW BUSINESS

1. General Manager Recruitment-

- Robinson thanked staff for getting a binder together for the recruitment process with a job description, possible time line and past practice paperwork. She stated that she would like to go into a short executive session when Phil Johnson arrives.
- Discussion regarding the advertisement from the last General Manager recruitment and whether JTA would need to use the same advertisement or create a new one. DiGuilio stated that he suggests to advertise in the local and regional papers, WSDOT, Transit Association and WSTA. A national search could include APTA and CTAA. Robinson stated that JTA doesn't have the money to do a national search that would include flying people in for the interview process. DiGuilio stated that the advertisement could be condensed from the last version.

Phil Johnson entered the meeting at 1:40 pm

Robinson called the meeting into Executive Session to discuss personnel matters under RCW 42.30.110 (g) for 15 minutes. The meeting went into Executive Session at 1:47pm

Robinson extended the Executive Session at 2:00pm for an additional 10 minutes.

Robinson extended the Executive Session at 2:10 pm for an additional 10 minutes.

The Executive Session ended at 2:18pm.


- Discussion regarding when the new General Manager should be in place. DiGuilio said that he is limited to the number of hours he can work and thinks he would be fine through November.
- Austin stated that he believes the search for a candidate should be done internally before any expenses incur during a search for an outside candidate.

Motion by Austin, seconded by Sullivan to direct the Interim General Manager to look internally for a candidate for the General Manager position. The motion passed unanimously.

- Robinson asked for DiGuilio to report back at the June Authority Board meeting any candidates. Robinson also stated that she would like an Executive Session at the June meeting.

The meeting Adjourned at 2:23pm.


Natalie Patten, Clerk of the Board


Date