

Jefferson Transit Authority Board

Meeting Minutes

Wednesday, December 30, 2009, 1:00 p.m.

Jefferson County Courthouse

Port Townsend, WA

CALL TO ORDER/WELCOME

The Meeting was called to order by Jefferson Transit Authority Board Chair David Sullivan at 1:02 p.m. Other members present were John Austin, Phil Johnson, George Randels and Catharine Robinson.

STAFF PRESENT

Dave Turissini, Leigh Kennel, Van Church, Carla Meyer, Patty Perry, Rachel Katz, Tammi Rubert, Susie Michels

OTHERS PRESENT

Dave Brader

Margaret Lee

Samantha Trone, City of Port Townsend

Bill LeMaster

Jennifer McGillonie, Port Townsend Chamber of Commerce

Melanie Lockhart, Port Townsend Jefferson County Leader

Marcy Jaffe

Cathy Silins, Washington State Department of Transportation

Ron Ryan

Bill Wise

Brenda McMillan

Anna McEnery, Jefferson County Public Health

PUBLIC COMMENTS

The meeting was opened to public comments at 1:03 p.m.

- Dave Turissini thanked Jefferson Transit staff and board and community and stated it was a great opportunity.
- Bill Wise thanked Dave for his years of service and wished him luck in his new job. He also thanked the board for their guidance and service and commented on the excitement of hiring a new General Manager. He cautioned them to exercise due diligence, take time and cast a wide net in their search. He also suggested following Turissini's guidance in the

appointment of an interim General Manager.

- Dave Brader stated his support for Carla Meyer.
- Jennifer McGillonie thanked Turissini for being on the Chamber of Commerce board of directors for several years. She also expressed her support for Carla Meyer as interim General Manager.
- Bill McMaster spoke in support of Meyer. He spoke about their experiences together in the Peak Leadership program and her understanding of and connection to the community and dedication to it.
- Samantha Trone spoke about her experience working with Meyer in the Peak Leadership program as well as the Upper Sims Way project and spoke in support of her.
- Ron Ryan stated that he has experience as a human resources professional and would like to make his expertise available to the board.

Public comments ended at 1:12 p.m.

NEW BUSINESS

a. General Manager Transition

Anna McEnery entered the meeting at 1:14 p.m.

Turissini gave a report on what staff has been doing since he announced his resignation and stated an interim General Manager is needed to handle matters outside of the day to day operation. He stated that Leigh Kennel has volunteered to work 40 hours per week in the interim and recommends action by the board to authorize an increase in hours from 32 to 40 per week for her. He reiterated his recommendation to appoint Carla Meyer as interim General Manager. He cited contract negotiations as a particular area of strength in Carla and stated she would be an asset in upcoming negotiations that will take place during the last quarter of 2010.

Discussion: the upcoming service change is also an area of responsibility for the General Manager. Budget management is another area of ongoing oversight by the General Manager. This includes the potential of a sales tax increase initiative in the coming year.

Cathy Silins introduced herself. She has been with the Washington State Department of Transportation for over 22 years, and has been in the public transportation business for much longer. She has provided a lot of technical assistance around the state and around the country, including facilitation of selecting for key positions in transit agencies. Services the DOT can provide to the board include reviewing job descriptions, identifying advertising placement for the position, facilitating or participating in the scoring of initial applications, providing example questions for short list interviews, and the assessment center process. She described the process, which includes a set of exercises that are used to assess a candidate's abilities. A realistic timeline for the assessment center for less than six candidates would be 3 – 4 weeks in addition to the job description analysis.

Turissini commented that the process he went through when he was hired by Jefferson Transit was very thorough, and that staff also has an opportunity to let their views of the candidates be known.

Robinson commented that it has been a while since the board had a comprehensive look at Jefferson Transit's needs, given all the changes of the past decade. She suggests having someone step in for the short term while the "longer short term" (approximately 1 year) and long term needs are assessed. She asked Silins for her view on this. Silins stated that she feels Robinson's view is legitimate and that long term needs include someone who can walk the board through long range planning. Issues to bear in mind for the long term include industry changes in technology, funding and financing.

Randels stated that candidates for the short term position may be candidates for the long term as well. Is there a staleness factor in the decision process that would hamper the process as a whole? Silins stated that in her experience 6 months is the maximum that an interim position should remain temporary. After that, there is a perception that the temporary has become permanent.

Robinson raised the question of how Meyer's responsibilities would be handled if she was the interim General Manager. Turissini stated that he has faith in her ability to handle it, with the addition of some temporary supervisory help, additional hours for Leigh Kennel, and Tammi Rubert and Patty Perry taking on some of her current responsibilities.

Discussion regarding the process of selecting an interim General Manager: Is it appropriate to involve an interim in the longer term hiring process? Silins stated that she does not want to work with an interim General Manager. She wants to work directly with the Authority Board. The Clerk of the Board would be the only appropriate staff person to work with in the process of recruiting a new General Manager.

Robinson is concerned about disrupting the administrative staff from their current responsibilities. She stated she feels pressured to appoint someone today. She asked what do we risk if we hold off on the appointment of an interim GM. The most critical need for one would be for dispute resolution. Turissini recommended that the Authority Board delay the appointment no longer than the January board meeting. The board members were agreed that a decision has to be made fairly soon.

Silins will be available after the first of the year for a job description assessment.

b. General Manager Separation Agreement

Motion by Randels, second by Johnson to approve the separation agreement for Dave Turissini as presented. There was a call for the question, the motion passed unanimously.

EXECUTIVE SESSION: *Personnel – General Manager Transition*

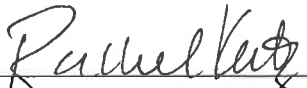
At 2:15 p.m. the Chair announced that the Authority Board would be going into Executive Session immediately to discuss the General Manager transition for approximately ½ hour. At 2:50 he announced that the Executive Session would be extended by 20 minutes. The regular session resumed at 3:12.

Motion by Austin, second by Randels to direct the board chair to negotiate with Mike Pollack to serve as interim General Manager. The motion carried unanimously.

Motion by Randels, second by Johnson to direct new the chair of the Authority Board to work with Cathy Silins on a process to select a new permanent General Manager. The motion carried unanimously.

ADJOURNMENT

Motion by Randels, second by Johnson to adjourn the meeting. The meeting was adjourned at 3:14 p.m. The next Regular Meeting will be held at 1:30 p.m., January 19, 2010.



Rachel Katz, Clerk of the Board



Date