



**Wednesday, September 22, 2022**  
**Special Meeting of the Board of Directors**  
**of the Hood River County Transportation District**

**224 Wasco Loop, Board Conference Room**  
**Hood River, OR 97031**  
**4:00 p.m. – 5:00 p.m. Board of Directors Meeting**

**Meeting Minutes**

**Board Meeting Attendees:**

**Board Members:** Lara Dunn (Board Chair), Leti Moretti (Board Vice-Chair), Darrell Roberts (Secretary), Greg Pack, Jeff Helfrich

**Staff:** Patty Fink, Amy Schlappi, Ty Graves

**Public:** None

**1. Call to Order:**

Lara called the September 22<sup>nd</sup> Special Board of Directors Meeting to order at 4:02 p.m.

**2. Roll Call:**

Amy took roll call. Lara Dunn (Board Chair), Leti Moretti (Vice Chair), Darrell Roberts (Secretary/Treasurer), Jeff Helfrich, and Greg Pack were present. Dr. Meghan Larivee and Megan Ramey were absent. Quorum was met.

Lara proposed that the board add an agenda item to discuss the forming of a hiring committee to select the next Executive Director. She asked the board to approve the agenda as proposed.

**Motion:**

Jeff made a motion to approve the addition of forming a hiring committee to the agenda as proposed. The motion was seconded by Greg.

Approved by: Lara, Leti, Darrell, Jeff, Greg

Not approved by: None

**3. Review and update Transition Plan Power Point:**

The board reviewed the Transition Plan PowerPoint that was originally created when the board was initially going through the assistant executive director hiring process and was included in the meeting materials. The intent of this PowerPoint is for the full board to help give guidance to the hiring committee and staff. The PowerPoint discusses existing roles and responsibilities of the current management staff and priorities for the new executive director.

Board members added changes to the PowerPoint as the document was reviewed. The board made the following changes:



- On the 3<sup>rd</sup> slide
  - changed “Weakness” to “Areas for Improvement”
  - added “Awareness Raising of Services”
  - removed “Marketing” and replaced with “Community Outreach”
  - added “Long term vehicle maintenance program”
  - added “Physical growth”
  - Added “Fostering relationship with city”

Lara stated that the board will go into Executive Session under ORS 192.660(2A) to establish scoring priorities for final qualifications. This will be to discuss guidance for the hiring committee and staff, a motion is not expected. Since the board will be discussing priorities for what the board is looking for in candidates and since there may be internal candidates the board will move to executive session to finish the conversation.

Lara stated that the board left executive session and resumed the public meeting at 4:38 p.m.

#### **4. Review, edit, and approve ED job description:**

The original and revised version of the executive director job description was included in the board meeting materials. There was a large discussion regarding the job description. The board proposed the following changes:

- Under customer satisfaction include that the executive director is also responsible for surveying community needs and demand.
- Range was increased to \$95,000 DOQ.
- Add language that states additional increase may be available subject to performance and board approval
- Add annual cost of living increase
- Change minimum to 6 years of management experience required.
- Under hiring process state that applications will be accepted until November 20<sup>th</sup>. Interviews will begin the first week of December. Expect to have formal offer in February and person in position no later than April.

#### **Motion:**

Jeff made a motion to approve the job description as amended. The motion was seconded by Leti.

Approved by: Lara, Leti, Darrell, Jeff, Greg

Not Approved by: None

#### **5. Strategy and timelines:**

The board discussed contracting with a hiring firm to complete some if any of the process of hiring the executive director. Three different bids from consultants were included in the board meeting materials. The board discussed the bids and what stood out to them the most.



**Motion:**

Jeff made a motion to approve the bid as presented from PDX HR with prescreening and acceptance of applications included and a not to exceed \$10,000. The motion was seconded by Greg.

Approved by: Lara, Leti, Darrell, Jeff, Greg

Not Approved by: None

**a. Considerations for internal applications:**

Lara asked the board to again consider opening the position internally first based on experience, skills and proven record. The board could then decide if internal applicants meet the need or if not, they could then open it up to a larger audience. This could result in a cost savings. The HR firm would still be used in this scenario.

There was a discussion regarding this proposition. Jeff and Greg felt it was important to post the job externally. Patty suggested a compromise of opening the job posting to the public and then interviewing internal applicants first with the assumption being that the board would then understand what qualifications current staff has. The position would then be described as open until filled.

Leti left at 5:14

**Motion:**

Greg made a motion to approve the alteration of the job posting to state that the job will remain open until filled. The motion was seconded by Darrell.

Approved by: Lara, Darrell, Jeff, Greg

Not Approved by: None

**Motion:**

Greg made a motion to approve the executive director job description be posted as soon as possible and anticipate initial interviews in November. The motion was seconded by Darrell.

Approved by: Lara, Leti, Darrell, Jeff, Greg

Not Approved by: None

**6. Hiring committee:**

Jeff and Leti have indicated that they would like to be on the hiring committee with Lara. The purpose of the hiring committee will be to conducting interviews and working with the HR consultant and will make recommendations to the board. The hiring committee will do initial interviews and then other board members would have the opportunity to join the final interviews. The hiring committee will make the determination if they would like to include members of the public or not and then they will make their recommendation to the board.

**Motion:**

Greg made a motion to approve the hiring committee members (Leti, Lara, Jeff) and the purpose of the hiring committee to conduct interviews, work with the HR consultant and to make recommendations to the board. The motion was seconded by Darrell.



Approved by: Lara, Darrell, Jeff, Greg

Not Approved by: None

**7. Adjournment:**

Lara asked for a motion to adjourn the meeting.

**Motion:**

Jeff made a motion to adjourn the Special Meeting at 5:30pm. The motion was seconded by Greg.

Approved by: Lara, Darrell, Jeff, Greg

Not Approved by: None

The Hood River County Transportation District Board of Directors meeting minutes are *prepared and presented in summary form. Audio recordings of the meetings are on file at CAT and are part of the approved minutes. If you would like to hear the recording from the meeting, please contact Amy Schlappi amy.schlappi@catransit.org or call (541) 386-4202.*

Prepared by: Amy Schlappi, Planning & Development Manager

A handwritten signature in cursive script that reads "Amy Schlappi".

Approved by: Darrell Roberts, Secretary-Treasurer

A handwritten signature in cursive script that reads "Darrell Roberts".