



Greater Portland Metro Executive Committee
Thursday, February 29, 2024:
DRAFT Meeting Minutes:

| Representative: | Municipality: | Title: | Attendance: |
|-----------------|---------------|-------------------|-------------|
| Mike Foley | Westbrook | President & Chair | Present |
| John Thompson | Westbrook | Secretary | Present |
| Ed Suslovic | Portland | Member | Present |
| Hope Cahan | Falmouth | Past President | Present |
| Paul Bradbury | Portland | Treasurer | Absent |

| Staff Present & Others Present: | Identified Members of the Public |
|---|----------------------------------|
| Greg Jordan, Executive Director Mike Tremblay, Shelly Brooks, Chief Financial Officer | |

1: With a Quorum in place, this meeting was called to order at: 5:00 PM

2: Public Comment:

No members of the public were present.

3: Approval for minutes on January 10, 2024

Hope Cahan made a motion to approve the January 10, 2024 meeting minutes as presented. Paul Bradbury seconded the motion. After a roll call vote was taken, the motion passed unanimously by all those present.

4: Process for Selecting a Permanent Executive Director's Report

Greg Jordan provided an overview of a preliminary timeline and major milestones related to selecting a permanent Executive Director. Mr. Jordan also reviewed a draft scope of work for executive search services. He reminded the committee that while the Board of Directors waived the agency's procurement rules in order onboard a firm as quickly as possible, staff still planned to seek bids from 2 to 3 firms and evaluate proposals based on established criteria.

The committee concurred with scope as drafted and asked about final consultant selection. Mr. Jordan indicated that staff could review and select the most advantageous firm/proposal based on criteria or could present information to the Executive Committee for review prior to making an award. Committee members agreed that information should be presented to the Executive Committee prior to making an award. With this requirement, the committee directed staff to commence the process for soliciting proposals.



5: Future Agenda Items

Board member (and incoming President) Ed Suslovic, asked that the next meeting include an item on the transition to Interim Executive Director, Glenn Fenton.

6. Upcoming Meetings

- Finance Committee: March 6, 2024 at 4:00 pm
- Executive Committee: March 13, 2024 at 3:30 pm
- Ridership Committee: March 20, 2024 at 4:00 pm
- Board of Directors: March 28, 2024 at 4:00 pm

7. Adjournment

Hope Cahan made a motion to adjourn the meeting. John Thompson seconded the motion. Committee chair Mike Foley then adjourned the meeting at 5:25 p.m.

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