

Executive Committee

February 29, 2024 | 5:00 p.m. – 6:00 p.m.



Onsite:

Greater Portland Transit District
114 Valley Street, Conference Room A | Portland, ME 04102

Remote:

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/87564646848?pwd=YzF1RmFaYmtDWnJzdDJFZDV2Ym9kZz09>

Passcode: 140944 | Webinar ID: 875 6464 6848

Phone: (646) 558-8656 | Telephone participants: *9 to raise hand, *6 to unmute

MEETING AGENDA

AGENDA ITEM	PRESENTER	ACTION or INFORMATION
1. Call Meeting to Order (5:00)	Mike Foley, Board President	N/A
2. Public Comment (5:00-5:05) The Board of Directors welcomes public comments at this time for items <u>not listed</u> on this agenda at this time. For items listed on the agenda, the chair will allow members of the public to comment following the staff presentation. There is a <i>three-minute time limit</i> per speaker. (Comments will be paraphrased in meeting minutes)	Mike Foley, Board President	Information
3. Meeting Minutes (5:00-5:05) Review and approve minutes from the January 10, 2024 meeting.	Mike Foley, Board President	ACTION
4. Process for Selecting a Permanent Executive Director (5:05-5:55) Develop preliminary timeline and major milestones related to selecting a permanent Executive Director; review and provide feedback on a draft scope of work for Executive Search services.	Greg Jordan, Executive Director	Information
5. Future Agenda Items (5:55-6:00) <ul style="list-style-type: none">Executive Director Search ProcessAgency Strategic Planning (Ongoing)Collective Bargaining Agreement RenewalPACTS Initiatives and Reforms (Ongoing)ADA Paratransit Service and Contract	Mike Foley, Board President	Information
6. Upcoming Meetings (6:00) <ul style="list-style-type: none">Finance Committee – March 6, 2024 at 4:00 p.m.Executive Committee – March 13, 2024 at 3:30 p.m.Ridership Committee – March 20, 2024 at 3:30 p.m.Board of Directors – March 28, 2024 at 4:00 p.m.	Mike Foley, Board President	Information

7. Adjournment (6:00)	Mike Foley, Board President	ACTION
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As of November 9, 2022 Greater Portland METRO is holding meetings of the Board of Directors (and its committees) in hybrid format, both in person at METRO's offices and via webinar. The remote portions of all meetings are conducted in accordance with the requirements of [METRO's Remote Participation Policy](#) (adopted August 25, 2022) as well as LD 1772, PL 2022 Ch. 666, and 1 MRSA Chapter 13, Subchapter 1.



Greater Portland Metro Executive Committee
Wednesday, January 10, 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: 3:32 PM

2: Public Comment:

No members of the public were present.

3: Approval for minutes on October 11, 2023

John Thompson made a motion to approve the meeting minutes of the October 11, 2023 meeting minutes for the Finance Committee as presented. Hope Cahan seconded the motion. After a roll call vote was taken, the motion passed unanimously by all those present.

4: Executive Director's Report

Greg reported on the following topics: FY 2023 ridership ended with 1.694 million boarding's for the year. GP Metro is fully staffed right now with bus operators, mechanics, technicians, and administrative staff. The Maine Transit Association voted to increase its member dues and approved contracting with an association management firm – these developments will grow the associations capacity to impact state-wide transit policy, legislation and funding.

5: Officer roles and Committee Assignments

Mike Foley lead discussion on committee assignments with the Executive Committee concurring with a recommendation to assign Julie Dubovsky (Yarmouth) and Roberto Rodriguez (Portland) to the Ridership Committee. As a part of this shift, Ed Suslovic (Portland) and Merrill Barter (Falmouth) will move to the Finance Committee. To fill the Vice President role vacated by Nat Tupper (Yarmouth), the committee agreed that is best for one of the Portland representatives to fill that role and directed staff to gauge



interest among the Portland delegation. Based on the level of interest, the Executive Committee will nominate a placement for board consideration at its February meeting.

6: Executive Director's Performance Review Process:

The committee discussed the historical process for conducting the Executive Director's performance evaluation. There was consensus for the Executive Director to work with board member John Thompson on a revised process and bring recommended changes back to the Executive Committee in March. Any changes to the process for the Executive Director's Performance evaluation?

7: Town of Gorham

Greg Jordan updated the Committee about the town of Gorham with the trial period wrapping up for the Husky Line and the process necessary for Gorham to join the agency as a full municipal member. Mr. Jordan covered the key topics including Husky Line performance and GP Metro's recommendation to make this service permanent as well as new funding required of Gorham as a full member, and various conditions of membership which the town may have questions or concerns about. GP Metro staff will be attending a Town Council workshop on February 13 which we hope will be followed by a formal council meeting in March and a vote to join the agency. If the town elects to join the agency, then we could expect Gorham to join the board in April or May.

8: Future Agenda Items:

No new items added.

9. Upcoming Meetings

- Board of Director's: January 25, 2024 at 4:00 pm
- Finance Committee: February 7, 2024 at 4:00 pm
- Executive Committee: February 14, 2024 at 3:30 pm
- Ridership Committee: February 28, 2024 at 3:30 pm

10. Adjournment

Hope Cahan made a motion to adjourn the meeting. John Thompson seconded the motion. Committee chair Mike Foley then adjourned the meeting at 4:11 p.m.

Greater Portland Transit District

Executive Search Consultant

Draft Scope of Work

Overview

The Greater Portland Transit District (“GP Metro”), the largest and most dynamic public transit system in the state of Maine, is seeking proposals from qualified Consultants to provide Executive Search services associated with recruiting the agency’s next Executive Director. The successful Consultant will conduct a national search for the most qualified professionals to fill the Executive Director role. GP Metro’s goal for the new Executive Director to begin work on or about September 3, 2024.

General Scope of Work

The following tasks are to be completed in close coordination with the Board of Director’s Executive Committee.

1. Conduct a comprehensive analysis of the current market for transit agency Executive Directors and advise the Executive Committee on salary benchmarks, industry trends, skill requirements and insights on attracting highly qualified applicants to this position.

Deliverables 1A: Market Analysis Report

2. Develop a well-organized process management plan (PMP) and timeline for all activities during the process while factoring in additional time for contingencies and unforeseen circumstances. Timeline should include the key milestones, activities, and decision points as outlined further below, along with other elements to be determined.

Deliverables 2A: Process Management Plan

3. Prepare the job description and determine a market appropriate compensation package with flexibility based on the qualifications of finalist(s). Develop a profile of the ideal candidate including, minimum and preferred qualifications and preferred competencies, skill sets and leadership traits. Develop a candidate scoring rubric to aid the Executive Committee and Board of Directors in evaluating candidates.

Deliverables 3A: Job description; compensation package assessment, ideal candidate profile, and candidate evaluation rubric

4. Working with the Executive Committee and GP Metro staff as appropriate, develop a job announcement brochure that showcases the position and the agency as well as the greater Portland region and the State of Maine.

Deliverables 4A: Job announcement brochure

5. Develop and execute a marketing and search strategy to identify and attract the most qualified field of prospective candidates for the position, including proactive outreach to encourage applicants from diverse backgrounds to apply. In addition to advertisements in relevant

publications, webs sites, and professional social media sites, the Consultant will undertake a direct networking campaign to identify prospective candidates.

Deliverables 5A: Marketing and search strategy report

6. Develop and implement a preliminary screening process that narrows the field of applicants to those whose background, experience, and education best meet the needs of GP Metro. The screening process shall include, but not be limited to:
 - Reviewing all initial materials submitted by prospective applicants along with publicly available information in the general media, on organizational websites, and on accessible social media platforms.
 - Conduct video conference interviews with those candidates meeting the minimum qualifications or who, in the Consultant's judgement, could be successful in the role.
 - Prepare and deliver a detailed search report that provides findings related to all screened candidates and recommends the top six (6) to eight (8) candidates for additional review.

Deliverables 6A: Detailed Search Report with recommended top 6 to 8 candidates for screening by Executive Committee.

7. Develop and implement an interview and screening process for the top six (6) to eight (8) candidates. Provide all necessary support and materials so the Executive Committee can conduct effective video conference interviews with these individuals. Advise the Executive Committee on the selection of up to four (4) finalists.

Deliverables 7A: Candidate assessment reports, recommended interview questions, candidate evaluation rubric and instructions, interview logistics information.

8. Develop and implement an interview and screening process for up to four (4) finalists. Provide all necessary support and materials so the full Board of Directors can conduct effective in-person interviews with these individuals. Advise the Board of Directors on the selection of a preferred candidate. As part of this process, the Consultant will conduct the following activities:
 - Conduct in-depth reference checks of the four (4) finalists, execute background checks and verification of credentials and job histories, and conduct additional review of publicly available information in the general media, on organizational websites, and on accessible social media platforms. Information obtained will form the basis of candidate profiles to be provided to the Board of Directors.
 - Prepare candidate profiles for the Board of Directors. Profiles shall include, materials provided by the candidates, reports prepared by the Consultant during prior screening phases, and results of background assessments. The Consultant will provide an updated candidate scoring rubric for board members to use when evaluating finalists.

- Candidates shall be pre-qualified for acceptance of GP Metro's compensation/benefits package parameters and receptive to relocation to Southern Maine, and possess a desire for the position.
- Schedule and coordinate the finalist interview process leading to the board's selection of a preferred candidate(s). This task shall include assistance with drafting of interview questions.
- Coordinate logistics, including travel and lodging needs, with the candidates. **Coordinate direct reimbursements by GPTD (or by consultant depending on contract terms) to the candidates for reasonable expenses incurred to participate in onsite interviews.**
- Provide assistance to GPTD staff coordinating any supplementary engagements including tours, stakeholder interviews, and public engagement if needed.

Deliverables 8A: Updated candidate assessment reports, recommended interview questions, candidate evaluation rubric and instructions.

9. Based on the Board of Director's selection of a preferred candidate, and in close coordination with the Board's President and legal counsel to the agency, the Consultant's principal will enter into a negotiation with the preferred candidate on the employment agreement. Subject to agreement on key business terms with the preferred candidate, the Consultant will notify candidates not selected.

Deliverables 9A: Agreement on key business terms of employment agreement.

10. Assist the Board President as needed to bring a recommended employment agreement to the board on or before June 27, 2024.
11. Throughout the process, facilitate and deliver ongoing communication, oral presentations, and detailed progress reports. The Consultant's principal will be expected to attend, and participate as appropriate, in all first and second round interviews.

Term

The term of this Agreement shall be from the date of contract execution until December 31, 2024 or until all requirements and Deliverable(s) under the contract are received. This Agreement may be extended upon the written mutual consent of the parties for such additional period as they deem appropriate, and upon the terms and conditions as herein stated.

Compensation for Services

GP Metro agrees to pay Consultant in a total amount not to exceed \$X for the services as described in Scope of Work (Exhibit X). Consultant will invoice GP Metro, and GP Metro will pay Consultant, in four installments upon achievement of the following milestones:

- \$X upon completion of Deliverables: 1A, 2A, 3A, 4A, and 5A.
- \$X upon completion of Deliverables: 6A and 7A.
- X\$ upon completion of Deliverables: 8A
- X\$ upon completion of Deliverables: 9A.

Proposal Scoring Criteria

- Firm Experience (20%)
- Principal Consultant Qualifications and Experience (20%)
- Understanding and Approach to Project (20%)
- Reference Checks from Last 3 Contracts for Transit (or similar) CEO (10%)
- Cost (30%)