Special Board of Directors Meeting

Umpqua Public Transportation District

Friday, September 20, 2024, 12:00 p.m.

3076 NE Diamond Lake Blvd, Roseburg, OR 97470

APPROVED MEETING MINUTES

Meeting called to order at 12:00 pm

Roll Call was called by Secretary, Director Atkinson

Doug Mendenhall- P Michaela Hammerson- P John Estill- P Natasha Atkinson- P
Cathye Dewhirst Curreri- P

Pledge of Allegiance was led by video of pledge, provided by Chair Hammerson

Review Possible Employment Contracts, Interim General Manager and Interim Operations Manager

Vice Chair Estill updated the board, we have interviewed 3 people for General Manager and 2 people for Operations Manager. One was move favorable to the group, from CA. Only concern was tenure, he addressed in interview. Gentleman from IL history is more of a planning manager; history is a different than our need. Last candidate from OR is a better fit for Operations Manager. Goal is to pick the best candidate. Leadership is an important quality for GM. We are in a hurry, but we should be patient.

One applicant did rescind their application, the ICC had not interviewed this person.

Director Atkinson stated she generally agrees with Vice Chair Estill, except she feels CA and OR candidates are both qualified and she believes should move forward. While leadership is important, most important thing 100& ready to meet compliance. Interim position, person needs to dot a lot of I's and cross T's.

Director Mendenhall, completely agree with Director Atkinson, we have excellent candidates. We need people come in and hit the ground running and we have that in the two candidates Director Atkinson recommended.

Director Atkinson requests the rest of the board to review the posted RFP to ensure it meets all requirements. Chair Hammerson requests ODOT to review for compliance. Director Atkinson will send to Jennifer Boardman to review.

Chair Hammerson confirmed with Special Districts that we may check references. Becky asked to check references for candidates that are moving forward. Not for all applicants. She suggested moving away from contracts to a staffing agency. Would move some liability from UPTD to the staffing agency. Fee would be about $4500, on a $25,000 3-month contract.

Chair Hammerson clarified staffing agency would remove some, but not all of liability. Concerned staffing agency may not have most qualified applicants. Director Atkinson asked if we could continue our process and then hired through staffing agency. Chair Hammerson requested more information regarding this process. Vice Chair Estill asking clarifying questions regarding costs, Becky verified.

Vice Chair Estill stated we need to do our homework upfront, to reduce the concern of hiring someone that is not a good fit. He states staffing agency makes sense when hiring someone without confidence. Director Atkinson asked if this is the path, why are we hiring an interim. Vice Chair Estill stated a lot of professionals would not accept an interim position; Director Atkinson agrees.

Vice Chair Estill when checking references, we need to pull the string a little. Becky clarified can only contact list references listed on their application. Vice Chair Estill asked when checking reference when you have your conversation and when completed can you ask for them to give us a name of somebody else that has worked with them. Director Atkinson clarified that is not legally allowed. Asked Becky if the ICC should request a signed release, contact information for previous employers and a reference list from each applicant that is moving forward. Director Atkinson stated she would start that process.

Chair Hammerson requested to bring the meeting back to order and to raise your hand prior to speaking.

Vice Chair Estill stated he whole heartedly agreed with Director Atkinson's suggestion. Chair Hammerson stated this has already gone through special districts and we have a reference template. Director Curreri, ICC should check references, and we should verify the contract has a cancellation clause. Director Atkinson stated she does not capacity to check all references. Vice Chair Estill would be happy to check reference, only the ones on the applications. Director Mendenhall stated he can help too.

Chair Hammerson requested Becky to put together a summary of the staffing agency. Director Atkinson asked clarifying question "There are some applicants that we chose not to interview, due to lack of experience, are we checking those references"? Chair Hammerson clarified only those we plan to interview, viable candidates. Board agreed to check CA and OR references for General Manager, Operation Manager OR applicant and other CA applicant. Chair Hammerson clarified we are not at the point to check background check, that will be performed when we are ready to offer position.

Director Atkinson asked if Director Curreri and Chair Hammerson were okay with the ICC limiting the field, by not checking references of all applicants. Director Curreri stated, yes narrowing to best tow of so. Chari Hammerson asked if we were interested in applications that came in recently. Director Mendenhall clarified he was only interested in interviewing the one additional applicant, that has since pulled their application. Director Atkinson stated she agreed with Director Mendenhall. Chair Hammerson verified that all applications have been forwarded to committee. Becky stated she is sending all applications to the entire board, not just committee.

Vice Chair Estill suggested ICC members bring recommendations/synopsis to the next meeting.

Review Draft of Letter and Email for ODOT Reimbursement Request
Letter had not been returned from the attorney. Director Atkinson stated we need to have meeting to review the letter prior to the ODOT due date of 9/30. Board agreed to meet 9/27 at 12:00 pm.

Moved to Executive Session
ORS 192.660(2)(e) To conduct deliberations with persons you have designated to negotiate real property transactions.

Returned to session at 1:01 pm

Motion: Director Curreri moved we approve both the transportation service contract and the vehicle lease agreement for Umpqua Ride Suite contract for Reedsport, DRTF and Sunrise contingent on the fact that there are no structural changes after being viewed by ODOT. Seconded by Vice Chair Estill Motion carries. Vote: 7 – Aye, 0 – Nay, 0 – Abstain, 0 - Absent.

Director Curreri asked for a training regarding the contracts with Reedsport, DRTF and Sunrise at a future meeting.

Meeting adjourned at 1:05 pm.

NO AUDIENCE PARTICIPATION PERMITTED DURING THIS SPECIAL MEETING
NO CITIZEN PARTICIPATION – ON AGENDA ITEMS & NON-AGENDA ITEMS

The Oregon Attorney General's Public Records and Public Meetings Manual states that the Public Meetings Law is a public attendance law, not a participation law. "The right of public attendance guaranteed by Public Meetings Law does not include the right to participate by public testimony or comment [...] Governing bodies voluntarily may allow limited public participation at their meetings" (Attorney General Rosenblum, 2019, p. 155). Additionally, the Oregon Attorney General's Manual states, "The presiding officer has inherent authority to keep order and to impose any reasonable restrictions necessary for the efficient and orderly conduct of a meeting. If public participation is to be a part of the meeting, the presiding officer may regulate the order and length of appearances and limit appearances to presentations of relevant points. Any person who fails to comply with reasonable rules of conduct or who causes a disturbance may be asked or required to leave, and upon failure to do so becomes a trespasser. The law's requirement that 'all persons be permitted to attend any meeting' does not prevent governing bodies from maintaining order at meetings" (Attorney General Rosenblum, 2019, p. 156).

Reference:

Attorney General Rosenblum, E. F. (2019). *State of Oregon Department of Justice Attorney General's Public Records and Meetings Manual*. Salem, OR: Department of Justice.