

Date: January 27, 2021

To: Board of Directors

From: Bruce Warner

Subject: **RESOLUTION NO. 21-01-49 OF THE TRI-COUNTY METROPOLITAN TRANSPORTATION DISTRICT OF OREGON (TRIMET) ADOPTING A GENERAL MANAGER JOB DESCRIPTION AND INFORMING THE PUBLIC OF THE GENERAL MANAGER SEARCH COMMITTEE AND APPOINTMENT PROCEDURE**

1. Purpose of Item

This resolution adopts a job description for the General Manager position and informs the public of the search committee from the TriMet Board of Directors (Board) and the procedure for the recruitment and appointment of a new General Manager.

2. Type of Agenda Item

- Initial Contract
- Contract Modification
- Other: Adopting a General Manager Job Description and Informing the Public of the General Manager Search Committee and Appointment Procedure

3. Reason for Board Action

By statute, the Board is responsible for appointing a General Manager. By TriMet Code, the Board President may appoint committees to make recommendations to the Board. This resolution begins the General Manager recruitment process and provides transparency about that process.

4. Type of Action

- Resolution
- Ordinance 1st Reading
- Ordinance 2nd Reading
- Other _____

5. Background

On December 7, 2020 General Manager Doug Kelsey advised the TriMet Board President that he will be retiring from TriMet when his employment contract expires on March 5, 2021. Because appointing a new General Manager will take some months and include extensive public outreach, the Board must promptly begin the process.

The first step is for the Board to approve a General Manager Job Description. Pursuant to ORS 267.135, the Board shall appoint a General Manager on the basis of the qualifications of the General Manager with specific reference to the duties of the office of the General Manager. The duties of the General Manager are set forth in ORS 267.140 and ORS 267.145 and in Chapter 2.15 and 2.40 of the TriMet Code.

The Board previously adopted a General Manager Job Description that complies with ORS 267 and the TriMet Code during its 2017-2018 recruitment, in Resolution 17-10-81. On January 20, 2021, the Board had a public working session at which they reviewed the General Manager Job Description in Resolution 17-10-81 and discussed revisions they would like to see in an updated General Manager Job Description. Attached as Exhibit A to this resolution is the updated General Manager Job Description, which includes the comments and suggestions from the Board's working session. For ease of reference, attached as Exhibit B is a red-lined version of the updated General Manager Job Description showing the edits.

The Board is committed to a selection process that includes robust community engagement and timely and transparent public communication. The public and stakeholder groups play an important role in the process of selecting a General Manager. As TriMet recently demonstrated during its 2020 Reimagining Public Safety campaign, TriMet can be extremely effective in gathering feedback from the community and including that feedback in making decisions that benefit TriMet's riders, employees, stakeholders, and the community. Accordingly, the Board will gather feedback and input from the public on the qualities, skills, and attributes that are important for a General Manager. All Board members will be asked to communicate with various stakeholder groups in the near future about the General Manager selection. If needed, the Board will update this General Manager Job Description to include appropriate additional feedback gathered from its outreach.

The public will also have an opportunity to comment on a final candidate(s) prior to any appointment of a new General Manager. The Board will vote in a public meeting to select a new General Manager.

Pursuant to TriMet Code 2.35, the Board President may appoint committees to make recommendations to the Board. President Bruce Warner has established and selected a subcommittee of the Board to act as the search committee for the new General Manager. The search committee will consist of the following Board members: Lori Irish Bauman, Chair, Ozzie Gonzalez, and Dr. Linda Simmons.

The search committee's tasks will include, but not be limited to, the following:

- Establish and communicate at key times updates on the process;
- Coordinate outreach and public input on the recruitment;
- Work with TriMet's Executive Director of Human Resources on the recruitment;
- Work with the executive search firm on recruitment and advertising to attract the best candidates;
- Narrow the field of qualified candidates; and
- Review and recommend candidates for full Board review.

6. Impact if Not Approved

Without this resolution, the Board would not adopt a General Manager Job Description and commencement of the hiring process for a new General Manager would be delayed.

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TRANSPORTATION DISTRICT OF OREGON (TRIMET) ADOPTING A
GENERAL MANAGER JOB DESCRIPTION AND INFORMING THE PUBLIC OF
THE GENERAL MANAGER SEARCH COMMITTEE AND APPOINTMENT
PROCEDURE**

WHEREAS, pursuant to ORS 267.135, the TriMet Board of Directors (Board) shall appoint a General Manager on the basis of the qualifications of the General Manager with special reference to the actual experience in or knowledge of accepted practices in respect to the duties of the office of the General Manager; and

WHEREAS, the Board had a public working session on January 20, 2021 to review and discuss the General Manager Job Description approved by the Board in Resolution 17-10-81, which included the qualifications for a General Manager set out in ORS 267.140 and TriMet Code 2.15 and 2.40; and

WHEREAS, the Board has updated the General Manager Job Description as reflected in Exhibit A to this resolution and Exhibit B a red-lined version of the General Manager Job Description showing the updates; and

WHEREAS, the Board is committed to a process for appointing a new General Manager that includes transparent and timely communication and robust public feedback and input on the attributes that the community believes is important in a General Manager; and

WHEREAS, public engagement includes informing the public of the Board's criteria for selecting a General Manager and the Board's general procedure and process for appointing a new General Manager; and

WHEREAS, pursuant to TriMet Code 2.35 the Board President has the power to appoint committees to make recommendations to the Board;

NOW, THEREFORE, BE IT RESOLVED:

1. That the Board adopts Exhibit A, a General Manager job description.
2. That the Board President has established a General Manager Search Committee for the purpose of assisting the Board in the appointment of a General Manager, including coordinating community feedback, working with the search firm and TriMet staff on recruitment, and narrowing the candidate pool for review by the Board.
3. That the Board President has appointed the following Board members to the General Manager Search Committee:
 - a. Lori Irish Bauman, Chair
 - b. Ozzie Gonzalez
 - c. Dr. Linda Simmons

Dated: January 27, 2021

Presiding Officer

Attest:

Recording Secretary

Approved as to Legal Sufficiency:

Shelley Devine

Legal Department