



Summary Minutes

CEO Selection Committee Meeting December 2, 2021

Call to order

The meeting was called to order at 3:12 p.m. by Committee Chair Keel virtually on WebEx.

Roll call of members

Chair	Vice Chair
(P) Kent Keel, University Place Councilmember	(A) Dow Constantine, King County Executive (P) Paul Roberts, Everett Councilmember

Board Members	
(P) Nancy Backus, Auburn Mayor (A) Bruce Dammeier, Pierce County Executive (A) Debora Juarez, Seattle Councilmember	(P) Ed Prince, Renton Councilmember (A) Dave Somers, Snohomish County Executive

Katie Flores, Board Administrator, announced that a quorum of the CEO Selection Committee was present at roll call.

Report of the Chair

Chair Keel welcomed members to the first CEO Selection Committee meeting and reviewed the agenda. He noted that the majority of the committee's discussions will take place in public session, however there will be some portions of future meetings that will take place in executive session, as authorized under state law. The committee will meet in executive session to review the qualifications of applicants and conduct interviews with some candidates. Committee discussion on salaries and other conditions of employment will be conducted in open session.

Public comment

Chair Keel announced that public comment would be accepted via email to emailtheboard@soundtransit.org and would also be accepted verbally.

The following people provided written public comments to the Committee:

Matthew Sutherland – Transportation Choices Coalition

There was no verbal public comment.

Overview of the CEO search process, timeline and work plan

Julie Honeywell, Chief Human Resources Officer, provided an overview of the CEO search process. She noted that the process would work to achieve two outcomes, the selection of a new transit executive that would meet the Board's goals and be able to deliver Sound Transit's mission, and an exceptional candidate experience that would maintain confidentiality and attract a strong pool of applicants.

She reviewed the timeline, which included today’s activity to identify the CEO Search firm. Future activities included committee discussion on selection criteria, the advertisement of the CEO Role, the narrowing of the candidate pool, interviews with final candidates and the recommendation to the Board for final CEO candidate. The selection criteria would include criteria developed through stakeholder conversations with other Board members, the current CEO, some members of senior leadership and some employee led groups. Ms. Honeywell also reviewed steps that would take place after the Board’s decision on a new CEO, including the announcement of the new CEO and the onboarding process.

Business items

For Committee Final Action

Potential action directing the CEO to contract with a CEO Search firm to assist with the Board’s Sound Transit CEO search process.

Chair Keel noted that Committee members received the top ranked three proposals from firms to provide CEO recruitment services which will be referred to as Proposer A, Proposer B and Proposer C in this meeting. Members were asked to review the proposals individually and provide a rating on each of the evaluation criteria areas.

Chair Keel asked Senior Contracts Specialist Briana Kass to help guide us through this proposal review process. She reviewed each of the evaluation criteria and shared the apparent consensus ratings for each proposer based on the individual ratings that Committee members sent to her before today’s meeting. After each evaluation criteria was reviewed, she asked that committee members discuss the ranking to determine the final ranking for each proposer for each criterion.

The final rankings were as follows:

	Evaluation Criteria	Apparent Consensus Rating	Consensus Rating	Ranking
Proposer A	Performance Capability	Good Plus	Good Plus	1
	Recruitment Strategy	Good	Good	
	Fees	Good Plus	Good Plus	

	Evaluation Criteria	Apparent Consensus Rating	Consensus Rating	Ranking
Proposer B	Performance Capability	Good Plus	Good Plus	3
	Recruitment Strategy	Good	Acceptable	
	Fees	Good	Good	

	Evaluation Criteria	Apparent Consensus Rating	Consensus Rating	Ranking
Proposer C	Performance Capability	Good	Good	2
	Recruitment Strategy	Good Plus	Good Plus	
	Fees	Acceptable	Acceptable	

Chair Keel then asked members to discuss the overall ratings across all the evaluation criteria to determine the final ranking of proposers and identify the proposer that would best perform this work.

Based on the rankings and additional committee member discussion, Proposer A was identified as the top proposer, and Proposer C was identified as the second ranked firm. Since the committee had completed its rankings, Ms. Kass was able to reveal that firm as CPS HR Consulting.

Chair Keel noted that the contract with CPS HR Consulting would be subject to successful negotiations and suggested that the committee consider authorizing the CEO to enter a contract with the second-ranked firm, which is Proposer C, if negotiations are unsuccessful with the top ranked firm.

It was moved by Boardmember Backus, seconded by Boardmember Prince, and carried by unanimous voice vote that the CEO be directed to negotiate contract terms and execute a contract with Cooperative Personnel Services, dba CPS HR Consulting to assist with Sound Transit’s CEO search process, and to negotiate contract terms and execute a contract with the second-ranked proposer, identified as Proposer C in the Committee’s evaluation if negotiations with CPS HR Consulting are unsuccessful.

Board Administrator’s note: Following the meeting, Motion No. M2021-74 was drafted to record the Committee’s action.

Executive session

None

Other business

None

Next meeting

Chair Keel noted that the next meeting would be scheduled in January to allow time to get the CEO Search firm on-board. Information would be provided on the Sound Transit website, SoundTransit.org to let people know how to participate in that virtual meeting.

Date and time to be determined
Virtually via WebEx

Adjourn

The meeting adjourned at 4:19 p.m.

ATTEST:

Kent Keel
CEO Selection Committee Chair

Kathryn Flores
Board Administrator

APPROVED on _____, KWF.