

SOUND TRANSIT CEO SEARCH COMMITTEE MEETING

Summary Minutes

June 24, 2015

CALL TO ORDER

The meeting was called to order at 3:15 p.m. by Committee Chair Dow Constantine, in the Ruth Fisher Boardroom, 401 South Jackson Street, Seattle, Washington.

ROLL CALL

Chair

(P) Dow Constantine

Committee Members

(P) Fred Butler, Issaquah Mayor

(P) Joni Earl, Sound Transit CEO

(A) Dave Earling, Edmonds Mayor

(P) Joe McDermott, King County Council Vice Chair

(P) Ed Murray, Seattle Mayor

(A) Marilyn Strickland, Tacoma Mayor

Board Administrator Katie Flores announced that a quorum of the committee was present at roll call.

Boardmember Request to Participate via Teleconference

Boardmember Dave Earling asked to participate in today's meeting by phone. The Board Rules and Operating Procedures allow members to attend meetings by teleconference with a two-thirds affirmative vote of those members in attendance.

It was moved by Boardmember McDermott, seconded by Boardmember Fred Butler, and carried by unanimous vote that Boardmember Earling be allowed to participate in the CEO Search Committee meeting by telephone.

CEO EXECUTIVE RECRUITMENT DISCUSSION

Chair Constantine thanked each of the committee members for agreeing to serve on the CEO Search Committee. He acknowledged Joni Earl, Sound Transit CEO, stating that her experience and understanding of the Sound Transit workplace culture will be invaluable to the committee.

The Chair advised that Karras Consulting had been selected as the search firm to work with the committee on the recruitment. Dennis Karras and Marissa Karras, an experienced father/daughter team, have conducted hundreds of public sector executive recruitments including some recent high profile searches for Governor Inslee's cabinet, Seattle Department of Transportation Director, Puget Sound Regional Council Executive Director, and Pierce Transit CEO.

Qualities, Skills, Abilities, and Experience

The Chair asked committee members to discuss and list the qualities they are looking for in a CEO. The Committee identified the following qualities as critical to success in this position:

- Leadership and management experience
- Experience overseeing large construction projects
- Relationships and relationship building
- Ability to approach problems strategically and negotiate complex issues to workable, positive outcomes.
- Ability to communicate the vision/complex projects
- Capable of managing difficult situations

- Political savvy
- Tenacity
- Staff management experience
- Being a motivator – internally and externally

Chair Constantine stated that it will not be possible to find someone who is able to fulfill every wish the committee has for a CEO. He noted that it will be important to determine which qualities, skills, abilities, and experience are most important. The next CEO will be unique, and the candidates should not be compared to Joni Earl.

Challenges and Opportunities Facing the New CEO

Next, the Chair asked the committee members to discuss challenges and opportunities Sound Transit is facing in both the short- and long-term, and any other subjects that a new CEO will need to tackle. The committee developed the following list of challenges and opportunities to help the consultants accurately describe the job to potential candidates:

- Continuing to deliver ST2 on time and on budget
- ST3 system planning and the challenges ST3 will bring if passed at the ballot
- Transit integration work and working with other agencies
- Finding Sound Transit's place and role in land use, TOD, and housing conversations
- Maintaining the agency's momentum
- Being willing to make necessary adjustments/incremental improvements in the agency to be efficient at the appropriate time

Major Projects Underway and on the Horizon at Sound Transit

Lastly, the Chair asked the committee members to think of major projects that are underway or on the horizon at Sound Transit. This is information that will be shared with potential candidates before they take the position.

- Work to get a Full Funding Grant Agreement for the Lynnwood Link Extension
- Tremendous workload and extremely aggressive schedule putting together the system plan for ST3
- East Link Extension will have many challenges going forward
- Maintain the staffing level with the right people along with consultants and contractors to manage projects and expectations

RECRUITMENT TIMELINE AND WORK PLAN

Dennis Karras, CEO Karras Consulting, stated that they met with Sound Transit's CEO Joni Earl, the Human Resources Executive Director, Legal Counsel, and the Executive Leadership Team. The team will also talk with other Boardmembers to discuss what they think would be of value in the new CEO.

The recruitment schedule was reviewed. Sound Transit will provide a list of stakeholders to contact, and a job announcement will be designed and submitted to Chair Constantine for approval. The recruitment will begin mid-July and should be closed in early September. Semi-finalists will be interviewed by the CEO Search Committee in October and finalists will be selected. Following reference checks for the top candidates, the Board will interview the finalists in November and make the selection of the new CEO.

RECRUITMENT ADVERTISING AND OUTREACH STRATEGY

Marissa Karras, Vice President Karras Consulting, explained the advertising and outreach strategy to find candidates. The consultant will contact people who would either be good candidates or know someone who might be a good candidate.

Ms. Karras provided a sampling of organizations that will receive a job announcement for posting and distribution. The list included state and national transit-related organizations. The CEO job announcement will be on Sound Transit's website as well as Karras Consulting's site. Social media will be used to reach passive jobseekers, and they will be in contact with diversity recruitment sources.

Ms. Karras stated that there are many ways to locate passive jobseekers. Sound Transit Boardmembers are a great source for potential candidates through their leadership positions. Karras Consulting has worked with hundreds of candidates and they keep in touch with them. In addition, the consultant will research people who are cutting edge and leaders in similar positions and contact them to see if they are aware of the job or if they know of someone who would be interested.

Joni Earl stated that she has reached out to a possible candidate and advised him to contact Karras Consulting.

Boardmember McDermott asked Karras Consulting how many searches they are currently involved in, what the scale of their work is, and how Sound Transit fits into their work. Ms. Karras replied that they keep their workflow light since they are a staff of two. They typically do not have more than five or six searches going at the same time.

EXECUTIVE SESSION

None

OTHER BUSINESS

None

NEXT MEETING

Wednesday, August 19, 2015
12:30 – 1:30 p.m.
Ruth Fisher Boardroom


ADJOURN

The meeting adjourned at 2:40 p.m.



Dow Constantine
CEO Search Committee Chair

ATTEST:



Kathryn Flores
Board Administrator

APPROVED on August 19, 2015, LM