



Board of Directors and Transit Advisory Committee Special Meeting Minutes for Thursday, February 15, 2018

NAIPTA, Shop 3, Training Room
3825 N. Kaspar Drive
Flagstaff, AZ 86004

NOTE: IN ACCORDANCE WITH PROVISIONS OF THE ARIZONA REVISED STATUTES THE SUMMARIZED MINUTES OF NAIPTA BOARD MEETINGS ARE NOT VERBATIM TRANSCRIPTS. ONLY THE ACTIONS TAKEN AND DISCUSSION APPEARING WITHIN QUOTATION MARKS ARE VERBATIM.

The Board of Directors and Transit Advisory Committee met in Joint Session on Thursday, February 15, 2018 at 9:00am in the Training Room in Shop 3 at NAIPTA, 3825 N. Kaspar Drive, Flagstaff, AZ 86004.

Members of the Board and TAC attended in person. The public was invited to observe the meeting at the address above.

PRESENT:

BOARD MEMBERS PRESENT:

Scott Overton (Chair), City Council, City of Flagstaff, arrival at approximately 12:38pm;
Veronica Hipolito (Secretary), Dean of Students, CCC, designee;
Joanne Keene, Executive Vice President and Chief of Staff, NAU, left at approximately 1:08pm
**Three of our five Board member seats must be present to constitute a quorum.*
***The City of Flagstaff holds two seats.*

BOARD MEMBERS EXCUSED:

Art Babbott (Vice Chair), Board of Supervisors, Coconino County;
Matt Ryan, Board of Supervisors, Coconino County, alternate;
Eva Putzova, City Council, City of Flagstaff;
Jamie Whelan, Vice Mayor, City of Flagstaff, alternate;
Charlie Odegaard, City Council, City of Flagstaff, alternate;
Rich Bowen, Associate Vice President for Economic Development, NAU, alternate;
Colleen Smith, President, CCC

TAC MEMBERS PRESENT:

Dave Wessel (Chair), Manager, FMPO, arrival at approximately 12:42pm;
Gillian Thomas (Vice Chair), Citizen Representative, Coconino County;
Lucinda Andreani, Interim Deputy County Manager, Coconino County, left at approximately 1:13pm;
Ron Hurle, Chief Innovation Officer/Vice President, CCC, designee





Northern Arizona Intergovernmental Public Transportation Authority

3773 N. Kaspar Drive • Flagstaff, AZ 86004 • 928-679-8900 • FAX 928-779-6868 • www.mountainline.az.gov

**Five of our eight TAC member seats must be present to constitute a quorum.*

TAC MEMBERS EXCUSED:

James Jayne, Interim County Manager, Coconino County;
Barbara Goodrich, Interim City Manager, City of Flagstaff;
Shari Miller, Citizen Representative, City of Flagstaff;
Paul Wagner, Citizen Representative, City of Flagstaff, alternate;
Erin Stam, Director of Parking and Shuttle Services, NAU, designee;
T. Paul Thomas, Business Representative, Northern Arizona Leadership Alliance;
Tim Kinney, Business Representative, Northern Arizona Leadership Alliance, alternate;
Martin Ince, Multi-Modal Planner, FMPO, alternate

NAIPTA STAFF IN ATTENDANCE:

Heather Dalmolin, Administrative Director;
Rhonda Cashman, Clerk of the Board

GUESTS PRESENT:

Julie Lancaster, Lancaster Consulting - Succession Team Contractor;
Rick Simonetta, Burns Engineering, Inc. - Succession Team Contractor;
Chris Boylan, Harris, Rand and Lusk - Succession Team Contractor

Secretary Hipolito agreed to chair this meeting. She called the meeting to order at approximately 12:09pm.

- Welcome
- Roll Call and Introductions
- CEO and General Manager Position - Needs Assessment Discussion

Mr. Boylan explained their different task pieces in the Succession Plan process:

Mr. Simonetta – Needs Assessment, Analysis and Planning

Mr. Boylan – Recruitment Effort

Ms. Lancaster – Transition Training

Members were given a handout with their biographical information.

Ms. Lancaster explained she is going to shrink about 2 years' worth of transition training into six months, including: Coaching, Listening and Change Management Sessions, Strategic Planning Retreat and Communication Plan.

There were collective comments from the Board and TAC regarding honoring Jeff as part of the process and sharing information between the Board, TAC and staff groups.

Mr. Simonetta reviewed his experience, provided some comments about meeting Jeff and Erika, as well as Jeff's leadership and commitment to community. He noted this may be the most important decision NAIPTA will ever make. There was a consensus that the successful candidate should be a good fit for the organization and the community.



Getting you where you want to go





Northern Arizona Intergovernmental Public Transportation Authority

3773 N. Kaspar Drive • Flagstaff, AZ 86004 • 928-679-8900 • FAX 928-779-6868 • www.mountainline.az.gov

There was a brief discussion on how NAIPTA is viewed in the Community. Very positive comments were shared by Board and TAC members.

There was a brief discussion about how the image of NAIPTA is shaped by the CEO and General Manager.

The objective of the meeting was to answer two questions:

1. What are the internal & external management challenges the new CEO will encounter?
2. What are the specific attributes & competencies needed for the new CEO to be successful?

For question one, Board and TAC members made individual lists, then shared in small groups and then provided five external challenges and two internal challenges. For question two, Board and TAC members made individual lists, then shared in small groups and then provided seven competencies and eleven attributes.

Some additional comments were shared before closing. Transit is special. Confirm NAIPTA is looking for someone with a commitment to a career in the industry, resource development and a good base of experience. Requested search focus should be primarily in the intermountain western U.S. The candidate should have a feel for community development, knowledge of how communities work, as well as transit.

Secretary Hipolito adjourned the meeting at approximately 2:01pm.

Scott Overton, Chair NAIPTA Board of Directors

ATTEST:

Rhonda Cashman, Clerk of the Board



Getting you where you want to go

