



**Sunset Empire Transportation District  
BOARD OF COMMISSIONERS  
SPECIAL BOARD MEETING AGENDA  
THURSDAY SEPTEMBER 8, 2014  
8:30 AM  
Astoria Transit Center, 900 Marine Drive Astoria, OR**

**AGENDA:**

1. CALL TO ORDER; PLEDGE OF ALLEGIANCE TO THE FLAG
2. ROLL CALL
3. CHANGES TO AGENDA
4. PUBLIC COMMENT (3 minute limit)
5. EXECUTIVE SESSION ORS 1922.660 (2) (a) Executive Director Interviews
6. RESUME SPECIAL BOARD MEETING
  - a. Decide next step in hiring process
7. OTHER ITEMS

Sunset Empire Transportation District Board of Commissioners meetings are open to the public and accommodations will be provided to persons with disabilities. Alternative formats available on request. For assistance please contact Mary Parker at 503-861-5370.

## Executive Director Interview Schedule

September 8, 2014

Please see updated schedule below. Two 30 minute meetings have been scheduled to allow staff to meet and interview each of the Executive Director finalists. Finalist #2 will attend the staff interview prior to their interview by the Board and Finalist #1 will attend following their interview by the Board. The staff group interview will be held in the upstairs office area.

John Anglim from True North Learning and Development will be facilitating the staff interview process. John will bring the results and comments from the staff to the Board after the completion of the staff and Board interview process.

<b><i>Executive Director Interview Schedule</i></b>	
8:30 am	Overview of interview and questions
9:15 am	#1 Finalist- Begin Board interview
10:00 am	#2 Finalist- Staff group interview upstairs
10:15 am	#1 Finalist- Board interview complete-Wait in Lori's office
10:30 am	#2 Finalist- Brought downstairs-Begin Board interview
10:31 am	#1 Finalist- Staff group interview upstairs
11:01 am	#1 Finalist- Staff interview complete- shown out
11:30 am	#2 Finalist- Board interview complete- shown out
11:31 am	Break
11:45 am	Board discussion- working lunch
12:30-1:00 pm	Close Executive Session- Resume regular Board Meeting

**Sunset Empire Transportation District  
Executive Director Selection Process  
Timeline**

August 18, 2014	Special Board Meeting, determine Executive Director process
August 19, 2014	Applicants contacted by HR, SETD application completed
August 28, 2014	Monthly Board Meeting, determine interview process
September 9, 2014	Special Board Meeting finalists interviewed; contingent offer
September 10, 2014	Finalist background and reference check completed by HR
_____ 2014	Contract negotiations with finalist
_____ 2014	Board Meeting- announcement of successful candidate
_____ 2014	Start date for new Executive Director