



Sunset Empire Transportation District

BOARD OF COMMISSIONERS

JUNE 14, 2024

EXECUTIVE DIRECTOR EVALUATION COMMITTEE

9:00 AM

ASTORIA TRANSIT CENTER 900 Marine Drive

<https://us02web.zoom.us/j/5148435264>

1 253 215 8782

AGENDA:

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. CHANGES TO AGENDA
5. PUBLIC COMMENT (3-minute limit)
6. EXECUTIVE SESSION- ORS 192-660(2)(i) To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee, or staff member who does not request an open hearing.
Executive Director Evaluation Committee review of staff and Board surveys for Executive Director 6-month evaluation.



**Sunset Empire Transportation District
Board of Commissioners
Executive Director Evaluation Committee Meeting
June 5, 2024
Astoria Transit Center**

1. CALL TO ORDER: Chair Debbie Boothe-Schmidt called the meeting to order at 9:00 AM.
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL- (0:1:54): Present: Board Chair Debbie Boothe-Schmidt, Commissioner Paul Lewicki and Commissioner Guillermo Romero
4. CHANGES TO AGENDA (02:22)
5. PUBLIC COMMENT- (05:04) None
6. EXECUTIVE SESSION OPENED- (02:30) Chair Boothe-Schmidt opened Executive Session to ORS 192-660(2)(i) To review and evaluate the employment related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing. Zoom meeting closed.
7. EXECUTIVE SESSION CLOSED- was closed and called the meeting back to order and the public invited to return to the meeting. Zoom meeting resumed.
8. DISCUSSION- (04:00) The committee will create separate summaries of the Executive Director 6 Month Evaluation surveys that were submitted from the staff and board for final review at the next Executive Director Evaluation committee meeting on June 14, 2024.
9. MEETING ADJOURNED- (04:38)

Date _____

Mary Parker Recording Secretary

Date _____

Debbie Boothe-Schmidt Board Chair



**Sunset Empire Transportation District
Board of Commissioners
Executive Director Evaluation Committee Meeting
April 15, 2024
Astoria Transit Center**

1. CALL TO ORDER: Chair Debbie Boothe-Schmidt called the meeting to order at 10:00 AM.
2. PLEDGE OF ALLEGIANCE- Removed from meeting.
3. ROLL CALL- (00:26): Present: Board Chair Debbie Boothe-Schmidt, Commissioner Paul Lewicki and Commissioner Guillermo Romero, Executive Assistant Mary Parker
4. CHANGES TO AGENDA (00:32)-None
5. PUBLIC COMMENT- NONE (00:36)
5. DISCUSSION- (00:59) The committee discussed updating the evaluation procedures. Chair Boothe-Schmidt said that SDAO has confirmed that Human Resources does not have to be involved in the Executive Director evaluation process. Debbie said we want to work really hard to assure the staff that the process is completely anonymous. Debbie said that we will also be giving every staff person an evaluation form to fill out that when completed will be placed into the blank envelope provided. Chair Boothe-Schmidt said then she would like the envelopes to be placed in a locked “ballot” box that only she and Mary have the key to and said we will have no way of knowing who has turned in their evaluation which will mean that we may not receive one from all employees which is better than them thinking that we are keeping track or have a way of identifying them. Commissioner Lawicki said with all the changes that have taken place in the last year he did not think that the problems are not as acute as we have experienced and said the things Debbie is proposing seem reasonable. Chair Boothe-Schmidt said we will take this process to the Board for approval. Commissioner Lewicki said that the evaluation questions are not always practical for the kind of relationship that some staff have with the director and suggested that maybe it would be better to have 2 staff evaluations; one for leadership and one for the employees at large. Debbie said she had thought about that and suggested that we produce questions for the drivers and other staff. There was further discussion about updating the questions so that staff can say how they feel now that Craig is the leader. Commissioner Lewicki said he would make those changes.
There was discussion about Craig’s self-evaluation and that he had not received a list of items that needed to be completed due to it only being about 6 months since he was hired. Commissioner Lewicki said he thought it might be hard for the Executive Directors to say what he has accomplished in 6 months without a roadmap. Chair Booth-Schmidt suggested that Craig do more of an open overview of what he has accomplished and not use a number scale to rate them. Commissioner Lewicki said that after this evaluation the Board can give him a list of what they would like to see him accomplish. A list of suggested topics was made which included working well with others, the orientation process, and suggestions of what he still needs to have, connections with employees and outreach to the public. Commissioner Romero added that it would be good to know what his goals are for the next year. Chair Boothe-Schmidt also said we should also ask what he needs from us.
There was discussion about the need to have the Board Strategic planning before producing the district’s goals. Commissioner Lewicki said he wondered how we can get reports on the daily details of on time performance and other matters that the Board should know about. Chair Boothe-Schmidt said that it could be discussed during Strategic Planning.
The staff’s evaluation form was reviewed, and several changes were made. Mary will make the changes discussed and send out an updated form for approval.
There was discussion on the changes that needed to be made to the Board evaluation form. Chair Boothe-Schmidt suggested that the numerical rating also be removed from the Board’s eval form. There were a few other changes

made. Mary will make the changes and send the corrected form to Chair Boothe-Schmidt for approval. Debbie will review all evaluation forms before including them in the May Board meeting.

(47:00) Chair Debbie Boothe Schmidt said that we look at changing the SETD Mission Statement and that it would be a good time to bring it up during the Strategic Planning process. Commissioner Romero also said that we need to address us being a anti abrasive organization which addresses diversity, equity and inclusion and update our polices with proper language as well.

6. MEETING ADJOURNED- (56:26)

_____ Date _____
Mary Parker Recording Secretary

_____ Date _____
Debbie Boothe-Schmidt Board Chair

DRAFT