



SUNSET EMPIRE TRANSPORTATION DISTRICT
Executive Director Evaluation Committee
April 3, 2026 | 2 p.m.
Meeting Minutes
Approved

Link to meeting video: <https://bit.ly/4tz6o2r>

1. Call to Order

Chair York called the meeting to order at 2 p.m.

2. Pledge of Allegiance (00:00:19)

3. Roll Call (0:00:38)

Commissioners present: Tita Montero, Kathleen Teeple, Penny York.
 Staff/visitors present: Jason Jones, Sara Schilling, Marcelle Sannen.

4. Changes to Agenda (0:00:50)

None

5. Public Comment (00:01:00)

None

6. Approval of Minutes (00:01:35)

Commissioner Montero moved to approve the March 23, 2026, meeting minutes.
 Commissioner Teeple seconded the motion.

	Montero	Teeple	York
Aye	X	X	X
Nay			
Excused			

Motion passed unanimously.

7. New Business

a. Discuss Consultant Work (0:02:21)

Marcelle Sannen from HR Answers introduced herself. She said the goals of an evaluation process include determining if the employee being evaluated is meeting expectations and

if the organization's goals are being met, providing meaningful feedback, helping determine areas of improvement, and providing a written record.

She went over the steps of the HR Answers process, including:

- Working together to determine expectations, goals and desired outcome
- Determining the expectations that the executive director is aware of
- Developing the survey and communication
- Delivering the survey to staff and others
- Collecting and analyzing feedback
- Developing results in presentation format

Ms. Sannen said HR Answers typically uses Survey Monkey for its surveys.

Ms. Sannen and commissioners discussed how the survey results will be reviewed.

Commissioners said they see the committee's role as developing the survey questions/process with the consultant, and the results will be reviewed by the full board.

Commissioner York will provide Ms. Sannen with the draft strategic plan report.

Commissioner Montero said she feels that an introductory message from the committee chair to all the stakeholders who'll be receiving surveys is a good idea. It'll be important for the stakeholders to know that this is being handled outside the agency, to build trust.

Ms. Sannen said she has drafts she can present at a future meeting for review.

Ms. Sannen and commissioners discussed and revised evaluation factors, ranging from ability to collaborate with the board and community stakeholders, to communication skills.

Ms. Sannen and commissioners discussed that all survey questions might not be applicable to all recipients and how to handle that. Commissioners agreed by consensus that all recipients should get the same survey questions.

Ms. Sannen and commissioners discussed survey length and making the survey simple for recipients to fill out.

b. Define Evaluation Process and Timeline (1:08:24)

Ms. Sannen and commissioners discussed how to move forward with the survey. Ms.

Sannen will provide commissioners with a draft by April 8, and commissioners will respond directly to her with feedback by the end of the day April 10, paving the way for finalization at the April 17 meeting. The committee meeting set for April 10 won't be needed.

Commissioners discussed the benefit of the board doing self-evaluations.


Chair York will ask Executive Director Carr for a list of community peers to participate in the evaluation. She'll ask for their names, titles and emails to discuss at the April 17 meeting.

8. Adjournment (1:24:15)

The meeting was adjourned at 3:16 p.m.

Minutes prepared by Sara Schilling, executive assistant

Minutes approved by:



Penny York, chair

Action items from the meeting:

- Commissioner York will provide Ms. Sannen with the draft strategic plan report.
- Ms. Sannen will provide commissioners with a draft of the survey by April 8, and commissioners will respond directly to her with feedback by EOD April 10.
- Chair York will ask Executive Director Carr for a list of community peers to participate in the survey. She'll ask for their names, titles and emails.