



SUNSET EMPIRE TRANSPORTATION DISTRICT
Executive Director Evaluation Committee
March 23, 2026 | 9 a.m.
Meeting Minutes
Approved

Link to meeting video: <https://bit.ly/41KAaoU>

1. Call to Order

Commissioner Tita Montero called the meeting to order at 9 a.m.

2. Pledge of Allegiance

3. Roll Call (0:00:36)

Commissioners present: Tita Montero, Kathleen Teeple, Penny York.

Staff/visitors present: Jason Jones, Sara Schilling.

4. Elect Chair (0:00:48)

Commissioner Montero nominated Commissioner York to be chair of the committee.

Commissioner Teeple seconded the motion.

Commissioner York said serving as chair would be acceptable to her.

	Montero	Teeple	York
Aye	X	X	X
Nay			
Abstain			

Motion passed unanimously.

5. Changes to Agenda (0:01:50)

Commissioners agreed by consensus to swap the order of items B (discussing the evaluation process and timeline) and C (setting the meeting calendar) on the agenda.

6. New Business

a. Determine Staffing Needs (0:02:38)

Commissioner Montero said the committee will need clerical assistance and she supports having Executive Assistant Sara Schilling provide that. She also supports bringing in outside help to assist in the evaluation process and suggested looking at HR Answers.

Commissioner York agreed that using an outside consultant is a good recommendation for the committee to make to the board.

Commissioner Montero moved that the committee recommend to the board that Commissioner York reach out to HR Answers to investigate their ability and the cost to support the committee in putting together the evaluation tools and process.

Commissioner Teeple seconded the motion.

Discussion: Commissioner Montero asked to drop the motion and Commissioner Teeple, who provided the second, agreed.

Commissioner Montero moved that the committee authorize Chair York to reach out to HR Answers to investigate their ability and cost to support the committee’s work.

Commissioner Teeple seconded.

	Montero	Teeple	York
Aye	X	X	X
Nay			
Abstain			

Motion passed unanimously.

Commissioner Montero moved that Chair York put together a proposal to the board for use of an outside consultant to support the evaluation committee in its work and processes.

Commissioner Teeple seconded the motion.

	Montero	Teeple	York
Aye	X	X	X
Nay			
Abstain			

Motion passed unanimously.

b. Discuss the Evaluation Process and Timeline (0:23:20)

Commissioners discussed what the committee’s charge is, including whether the committee does the evaluation itself or does pre-work for the board to do the evaluation.

Commissioner Montero said she feels the full board should participate in the evaluation.

Commissioners discussed the documents that should be used in the evaluation process, including the executive director’s employment agreement, the board policies dealing with the executive director position, and the executive director’s job description.

Chair York described an evaluation process she took part in where the committee reviewed the data and came up with a draft summary that was taken to the full board for discussion and edits. What was included in the public minutes was the summary.

For her, that was a moderate process, she said.

Commissioner Montero discussed a model where the consultant helps create an evaluation tool that goes to the full board. The recommendation at the upcoming board meeting could be that the board accepts the tool the committee comes up with.

Commissioners agreed on that by consensus.

Commissioner Montero said that, in her view, the evaluation tool/questionnaire is taken through the consultant to staff and sent to the board and the executive director. The data is used during the evaluation meeting with the board and executive director. Out of that comes a summary that becomes the public record.

Commissioner Montero asked the executive assistant to find the motion that created the committee in January. Ms. Schilling reported that the motion involved appointing members and didn't deal with the authority of the committee.

Commissioners were provided with the policies and job description for review.

Commissioners agreed by consensus to seek clarification from the full board about whether the committee is the evaluation prep committee or conducts the evaluation.

Commissioners agreed by consensus that the full board should be provided with the polices, the job description and the employment agreement discussed during the meeting.

Commissioners discussed the evaluation timeline, identifying Friday, May 29, 2026, as a deadline for having the evaluation done.

Commissioners agreed by the consensus that Chair York should recommend that the board sign off on the committee developing the evaluation tool.

c. Set a Meeting Calendar (1:20:00)

Commissioner Teeple stepped out at about 1:30:20 to get her phone to check her calendar.

Commissioner Teeple returned at 1:31:19.

Commissioners set the next meeting for Friday, April 3, 2026, from 2 to 5 p.m. The goal for meeting will be to discuss consultant work and define process and timeline.

Commissioners agreed by consensus to recommend to the board that the Board Policy Committee begin working on B-701-705 as soon as possible.

Commissioners discussed including community partners in the evaluation.

Commissioners set future meetings for Friday, April 10, 2026; and Friday, April 17, 2026, from 2-5 p.m.; and Friday, April 24, 2026, as a just in case.

9. Adjournment (1:53:37)

The meeting was adjourned at 10:53 a.m.

Minutes prepared by Sara Schilling, executive assistant

Minutes approved by:



Action items from the meeting:

- Ms. Schilling will send the discussed documents to the full board