



## Summary Minutes

### CEO Selection Committee Meeting April 8, 2022

#### Call to order

The meeting was called to order at 11:02 a.m. by Committee Chair Keel virtually on WebEx.

#### Roll call of members

Chair	Vice Chair
(P) Kent Keel, University Place Councilmember	(A) Dow Constantine, King County Executive (P) Dave Somers, Snohomish County Executive

Board Members	
(A) Nancy Backus, Auburn Mayor (P) Bruce Dammeier, Pierce County Executive (P) Cassie Franklin, Everett Mayor	(P) Debora Juarez, Seattle Councilmember (P) Ed Prince, Renton Councilmember

Katie Flores, Board Administrator, announced that a quorum of the CEO Selection Committee was present at roll call. Boardmember Claudia Balducci was in attendance as a non-voting member.

#### Report of the Chair

Chair Keel welcomed the consultants from Cooperative Personnel Services, known as CPS HR Consulting.

#### Public comment

Chair Keel announced that public comment would be accepted via email to [emailtheboard@soundtransit.org](mailto:emailtheboard@soundtransit.org) and would also be accepted verbally.

The following people provided written public comments to the Committee:

Delridge Neighborhood Development Association

There was no verbal public comment.

#### Recruitment timeline and workplan

CSP HR consultants Andrew Nelson and Joanne Peterson provided the report. Ms. Peterson reviewed the work done to date. The consultants met with more than 50 stakeholders and presented findings at the January meeting and three additional public comment sessions. An online survey was also run. She reviewed the findings from that outreach work.

Mr. Nelson reviewed the ideal candidate profile, which was a culmination of the outreach feedback. The position was open for around one month, nearly 90 submissions were received, and 48 candidates met the minimum requirements. The consulting team screened these candidates for the “ideal candidate” qualifications. Seventeen candidates met that profile with three removing their applications, leaving 14 candidates. The consultants conducted screening interviews with all which included a leadership quiz, a

video introduction, and behavioral-based interview questions. Following those interviews, the consulting team was recommending nine candidates to advance.

Mr. Nelson reviewed screening questions used in the screening process gathered from its outreach with the public and stakeholders.

Ms. Peterson reviewed the candidate demographics. Thirty-seven percent of the total pool identified as a diversity candidate. Fifty-two percent of the candidates who met the minimum qualifications identified as a diversity candidate, and forty-six percent of the ideal candidates identified as a diversity candidate.

The committee would discuss the candidate screening in its executive session, followed by committee interviews later in April.

## **Business Items**

### **For Committee Final Action**

January 26, 2022, CEO Selection Committee meeting minutes

**It was moved by Boardmember Prince, seconded by Boardmember Dammeier and carried by voice vote of all Board members present that the minutes of the January 26, 2022 CEO Selection Committee meeting be approved as presented.**

### **Executive session to discuss the qualifications of CEO Applicants as authorized under RCW 42.30.110 (1)(g)**

Chair Keel advised that the committee was going into executive session to discuss the qualifications of CEO applicants. He introduced Desmond Brown, Sound Transit General Counsel, who explained that the committee was allowed to enter into executive session to discuss the qualifications of applicants for public employment under RCW 42.30.110 (1)(g).

Chair Keel explained that the committee would be in executive session for 60 minutes. The executive session began at 11:20 a.m. and was scheduled to return at 12:20 p.m.

The executive session was extended by 15 minutes and the meeting was scheduled to resume at 12:35 p.m.

The executive session was extended by 15 minutes and the meeting was scheduled to resume at 12:50 p.m.

The meeting was called back to order at 12:50 p.m.

## **Other business**

None

## **Next meeting**

Wednesday, April 21, 2022

8:00 a.m. to 10:00 a.m.

Virtually via WebEx

## Adjourn

The meeting adjourned at 12:52 p.m.

ATTEST:

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Kent Keel  
CEO Selection Committee Chair

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Kathryn Flores  
Board Administrator

APPROVED on \_\_\_\_\_, KWF.