



Board of Commissioners Special Meeting

Tuesday, November 12, 2019, at 7:30 AM
GMT Board Room
101 Queen City Park Road, Burlington VT 05401

Agenda

Time*	Item
7:30 am	Welcome & Introductions Adjustments to the Agenda Public Comment
7:35	General Manager Search (enclosed) Recap of General Manager search process and anticipated schedule
7:45	Interview with Executive Search Firm (enclosed) Sarah McKee, GovHR Senior Vice President, will interview the Board regarding what GMT offers, what skills/characteristics/education/traits an ideal candidate will possess, and the opportunities and challenges the position will face.
9:00	Possible Executive Session(s) 1 V.S.A. § 313(3) Personnel 1 V.S.A. § 313(1)(A) Contracts 1 V.S.A. § 313(1)(F) Confidential attorney-client communications.
9:30	Adjourn

NOTES:

- * All times are approximate.
- ** Indicates an action agenda item.
- Persons with disabilities who require assistance or special arrangements to participate in programs or activities are encouraged to contact Jamie Smith at 802-540-1746 at least 48 hours in advance so that proper arrangements can be made. Hearing disabled patrons can contact GMT through the Vermont Relay Service (711).
- Free transportation to and from meetings is available within the GMT service area. To make advance arrangements, please call GMT's Customer Service Representatives at 802-540-2468.
- Municipal Clerks: Please post this public meeting notice pursuant to Act78 of the Acts of the 1979 Vermont Legislature. Thank you.

MEMORANDUM

Date: November 5, 2019
To: GMT Board of Commissioners
From: Bonnie Waninger, Vice Chair
Re: General Manager Search Update

GMT's General Manager search process has begun! Thank you all for contributing ideas and enthusiasm to this process.

Contract

GMT has executed a contract with GovHR for GMT's General Manager search. The GovHR proposal was emailed to Board members in October.

Search Timeline

The Search Committee refined the preliminary timeline for the search as follows:

Nov 11 & 12	Search firm facilities' tour and onsite interviews with GMT Board, staff, and stakeholders.
Nov 22	<i>Search Firm Deliverable: Recruitment Brochure</i>
Nov 25	Search Committee meeting to review/approval Recruitment Brochure
Dec 2-Jan 10	Candidates identified, screened, interviewed and evaluated by search firm
Jan 10	<i>Search Firm Deliverable: Recruitment Report</i>
Jan 13-17	Search Committee meeting to review Recruitment Report and select 5-6 candidates for Search Committee interview
Jan 27-31	Search Committee meeting to interview candidates and recommend 2-3 candidates to the Board of Commissioners
Feb 3-4	Special Board meeting to interview 2-3 candidates
Feb 5-6	Candidate interviews with stakeholders; public vetting
Feb 10-12	<i>Search Firm Deliverable: Interview Report</i>
Feb 18	Regular Board meeting - Select finalist candidate
Feb 19-Mar 3	Candidate negotiation, offer, acceptance and appointment
Mar 30	<i>Anticipated new hire start date</i>

Interviews

Sarah McKee, GovHR Senior Vice President, will conduct the interviews and facilities tour. The goal of the interviews is to ascertain what GMT offers, what skills / characteristics / education / traits an ideal candidate will possess, and the opportunities and challenges the position will face. Attached is the initial list of questions she will ask the Board. Responses to these questions are expected to lead to additional questions.

During last month's Board discussion, the Board asked whether an Executive Session should be warned for this interview. GMT's attorney, Ed Adrian, advised that the interview was an open session item. If the discussion strays towards past performance of one or more General Managers versus the qualities the Board would like to see in a future General Manager, the performance-related discussion must be held in Executive Session.

Once interviews are complete, GovHR will develop a Recruitment Brochure. A sample Brochure is available in the GovHR proposal.



Green Mountain Transit
General Manager Search
Questions for Board of Commissioners

Green Mountain Transit – ALL COMMENTS WILL BE KEPT CONFIDENTIAL

The information below will be used to prepare the position announcement and brochure for the General Manager search process. We use this to highlight things that are attractive to Green Mountain Transit, the area served by the transit system, challenges and opportunities for the position and general/desired position qualifications.

1. What strengths would you like to see in the next General Manager?
2. What skills and qualifications would you like to see in the next General Manager?
3. What type of leader are you seeking in the next General Manager?
4. What will the biggest challenge be for the next General Manager in the first 6 months on the job?
5. What will be the challenges for them in the 1-2 year period?
6. What will be an opportunity for the General Manager to manage or create in their first 6 months on the job?
7. What will the opportunities be in the next five years?
8. If the General Manager could only accomplish one thing in their first year, what would you like that to be?

9. Economically – if “it” went away, what would have the largest impact on the service area or the system in general? The second largest?
10. What organizations should the transit system continue to partner with to create a more financially sound system and provides a quality service all of the populations in the service area? How strong are those relationships now?
11. How well do you think the Transit System does in following its mission and/or strategic plan?
12. Is there anything “politically” that could create difficulties in recruiting for the next General Manager?
13. What is the largest financial challenge for the Transit System?
14. How would you want the new General Manager to communicate with the Board members?
15. What do you believe is the “selling” point of service area that will attract a new General Manager?
16. Why would someone want to live, work and play in the Burlington, VT area?