



Due to the COVID-19 Pandemic, Connect Transit Trustees may remotely participate in this meeting. Connect Transit will read public comments received in writing which were received two (2) hours prior to the meeting. Written comments may be submitted via mail, email, or in-person. Comments sent via email should be sent to: trustees@connect-transit.com. The meeting will be limited to ten (10) individuals in the room at a time due to the coronavirus pandemic and individuals attending will be required to be six (6) feet apart. Persons attending the meeting in-person will be given an opportunity to offer public comment. If you are experiencing COVID-19 symptoms, please do not attend the meeting. Persons attending in person are asked to wear a face covering.

AGENDA

Virtual Meeting of the Connect Transit Board of Trustees
SPECIAL BOARD MEETING
December 15, 2020 – 4:30 P.M.
351 Wylie Drive – Training Room
Normal, Illinois 61761

- A. Call to Order
- B. Roll Call
- C. Pledge of Allegiance
- D. Public Comments
- E. New Business
 - 1. Approval of 2021 Board Meeting Dates
 - 2. Recommendation on Selection of Harris Rand Lusk ("HRL") as Executive Recruitment Firm for General Manager Position
- F. General Manager's Report
- G. Chairman's Report
- H. Trustee's Comments
- I. Adjournment



Board of Trustees

Ryan Whitehouse – Chairman
Julie Hile – Vice Chairman
Judy Buchanan – Secretary
Linda Foster – Trustee
Tim McCue – Trustee
Deb Presley – Trustee
Tim Gleason, City of Bloomington Manager, Ex-Officio Trustee
Pam Reece, Town of Normal Manager, Ex-Officio Trustee
Mark Peterson – Interim General Manager

2021 Board Meeting Dates

The regular meeting date for the Board of Trustees as stated in the B-NPTS By-Laws is the fourth Tuesday of each month at 4:30 p.m., prevailing time.

Meetings are held in the Board Room, Room 135, at 351 Wylie Drive, Normal, IL 61761.

Meeting dates and times of the Bloomington-Normal Public Transit System Board of Trustees for the calendar year 2021 are as follows:

January 26, 2021	4:30 PM – Regular Meeting
February 23, 2021	4:30 PM – Regular Meeting
March 23, 2021	4:15 PM – Annual Meeting
March 23, 2021	4:30 PM – Regular Meeting
April 27, 2021	4:30 PM – Regular Meeting
May 25, 2021	4:30 PM – Regular Meeting
June 22, 2021	4:30 PM – Regular Meeting
July 27, 2021	4:40 PM – Regular Meeting
August 24, 2021	4:30 PM – Regular Meeting
September 28, 2021	4:30 PM – Regular Meeting
October 26, 2021	4:30 PM – Regular Meeting
November 23, 2021	4:30 PM – Regular Meeting

No Meeting in the month of December.

The meeting place and the dates listed above are subject to change.



MEMO

DATE: December 15, 2020

TO: Board of Trustees

FROM: Brady Lange, Maintenance Manager/Procurement Officer
Julie Dockham, Human Resources Director

CC: Mark Peterson, Interim General Manager

Subject: GM Search Firm Recommendation

Recommendation:

Authorize the Interim General Manager to enter into an agreement with Harris Rand Lusk to begin the search for Connect Transit's next General Manager.

Discussion:

At the direction of the Board of Trustees, the staff prepared a Request for Proposals (RFP) seeking assistance from qualified executive search firms for the recruitment of a new General Manager for Connect Transit. The RFP (see attached) was issued on October 6, 2020 with a submission deadline of October 30, 2020.

A total of five (5) proposals were received by the deadline. An ad hoc sub-committee was created by Board Chair Ryan Whitehouse to review and vet the proposals and to ultimately forward a recommended selection to the full Board. The review committee consisted by Chairman Whitehouse, Vice Chair Julie Hile, Normal City Manager Pam Reece, and Bloomington Deputy City Manager Billy Tyus. Also included on the Committee was Julie Dockham, Human Resource Manager, and Brady Lange, Maintenance Manager / Procurement Officer. The Committee members independently reviewed all five proposals.

After meeting to discuss the proposals and the evaluation criteria, the field of proposers was narrowed to three. Interviews were scheduled with the three final firms and video conferences were held with each of them.

The committee chose to evaluate the proposals based upon the following primary considerations: the firm's overall executive recruitment experience; the proposed search process; recent relevant searches; successful placements; depth of transit specific



expertise and industry connections; and the degree of emphasis placed on attracting a diverse and inclusive field of candidates. The proposed cost for each firm was also a consideration.

After completing video interviews with the three final firms, the committee reached a unanimous conclusion to recommend the firm of Harris Rand Lusk (HRL) to the entire Connect Transit Board. HRL brings vast experience in the transit industry and has conducted literally hundreds of searches in the transit sector. To attract highly qualified candidates, the firm utilizes a proprietary database of potential candidates as well as targeted advertising in transportation related trade association publications. Although they are based in New York, HRL has done many placements in the Midwest in transit systems of comparable size including Ann Arbor Area Transportation Authority, Des Moines Area Transit Authority and The Rapid in Grand Rapids, MI.

HRL takes great pride in their record of providing a diverse pool of search candidates. In fact, 100% of their searches have resulted in diverse candidates as finalists in the last three years and 65% of searches resulted in the selection of a diverse candidate.

Financial Impact:

After requesting Best and Final Offers from the top three proposer's, Harris Rand Lusk's fees are 25.95% of the successful candidates first annual salary as well as an additional fee of Not-To-Exceed 5% for additional expenses such as advertisements, dedicated database fees and other administrative costs.

HRL's fee's fall directly in the middle of the five proposers. Connect Transit will utilize Operating Funds to pay for these services.

Conclusion:

The Review Committee is requesting that the Board approve of its recommendation to select HRL to conduct a national search for the General Manager position. At the special board meeting on December 15, 2020, each of the Committee member will have an opportunity to share their individual thoughts with the full Board on why HRL should be selected for the Connect Transit GM search process.

Each Board Member should have received an electronic copy of all five (5) of the proposals. The Committee, along with staff, will be prepared to respond to any questions that you might have regarding this very important decision.