

**Travel Information Council
Special Meeting with Public Hearing
Wednesday, August 22, 2012
Oregon Travel Experience Office
Salem, OR**

Council Participating:

Gwenn Baldwin, Chair, 3rd Congressional District
Charlotte Lehan, 5th Congressional District
Mary Olson, Secretary, OTC Appointed
David Porter
Ed Washington

Mike Drennan, Member-at-Large
Tom Loun
Danuta Pfeiffer, 4th Congressional District
Bob Russell, Vice Chair

Council Absent:

Maria Ponzi, 1st Congressional District

Guests Present:

Mike Barns, Public Member
Twyla Lawson, DAS

Craig Campbell, Victory Group
Jennifer Rogers, DAS

OTE Staff Participating:

Tim Pickett, Interim CEO Jim Renner, Chief Rules & Policy Advisor Jenn Smith, Exec. Assistant
Ed Bengtson, Dir. Of Finance & Administration Madeline MacGregor, Chief Creative Strategist

Chair Baldwin called the meeting to order at 10:04 AM. She stated the meeting location of 1500 Liberty St. SE, Suite 150, Salem, OR. The purpose of the public hearing is to hear input from the public on criteria for the CEO position and recruitment plan.

Roll call

Baldwin verbally read the Council membership. All were present with the exception of Ponzi.

Overview

Lawson reviewed the Recruitment process and plan as well as the position notice. She reminded those present that changes could still be made in the documents and the timeline could be flexible.

Public Comment

Baldwin asked if there was anyone present that would like to comment. Hearing none, she closed the public comment portion of the meeting.

New Business

- A. **July 24, 2012 minutes:** Baldwin requested Ponzi be identified as 1st Congressional District on the minutes. Porter made a motion to approve the minutes as presented with the one addition. Russell seconded the motion. Council members Baldwin, Drennan, Lehan, Loun, Olson, Pfeiffer, Porter and Russell voted to approve the motion. Washington abstained.
- B. **CEO Recruitment Process:** Baldwin inquired as to whether or not the timeline could be adjusted if necessary; Lawson said that it could. Russell suggested that an OTE staff member be included on the Screening Panel with Council members Drennan and Russell. He also suggested that the OTE staff representative be chosen by the whole staff.
- C. **CEO Position Criteria:** Olson asked Lawson if Council should consider putting a salary on the recruitment. Lawson suggested putting in a range dollar amount.

After much discussion and analysis of other OTE staff salaries, other benefits that are offered and input from Lawson, Russell made a motion to add a salary range of \$95,000-125,000 to the job announcement. Porter seconded; motion passed unanimously.

Russell made a motion to approve the job announcement with the addition of the salary range and rest area management and the Recruitment Plan with the addition of a staff representative on the Screening Panel. Olson seconded the motion. Motion passed unanimously.

Old Business

- A. Audit Report Update:** Baldwin directed the Council to the draft Audit from the Secretary of State's office as well as the draft response as crafted by OTE staff and the Council's Executive Committee. She noted that the Audit was a strong report and would give the Council and staff guidance for the future of the agency.

The Council discussed the response as written and suggested a few additions. These included: pointing out the differences in rest area expenses incurred by OTE compared to ODOT and why; noting the deferred maintenance that OTE has taken care of; making sure to inform that OTE has hired an accountant and is operating under GAAP; and that OTE will be introducing measures to quantify performance. Olson made a motion to accept the OTE response to the Secretary of State's Audit Report with the agreed upon changes. Porter seconded; motion passed unanimously.

Adjournment: Meeting was adjourned at 11:20 am.

Respectfully Submitted,



Mary Olson
Council Secretary