



Travel Information Council
1500 Liberty St. SE, Suite 150
Salem, OR 97302

MINUTES
Special Council
Meeting

Tuesday, April 23, 2024
Virtual Meeting

Members Participating: Mike Card, Chair; Eliza Canty-Jones, Vice-chair; Rich Riggs, Secretary; Bob Garcia; Jeff Baker, OTC; Matt Preston.

Excused: Ed Washington; Valerie Wilson

TIC Staff Participating: Elizabeth Boxall; Jessica Carbone.

Guests: Kylan Stevens, DAS, Mike Auman

Procedural

Call to Order/Introductions: The special public meeting of the Travel Information Council was called to order by Chair Card at 8:01 a.m. Introductions were made for the record.

Approval of the Agenda and Order of Business: The Council went forward with the agenda as presented.
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Public Session:

Interim Appointment (Vote):

Chair Card introduced Mike Auman as a candidate for Interim Executive Director during the recruitment process for a permanent Executive Director. Auman introduced himself and spoke about how he became aware of the position and how his diverse background in State government prepared him for the position. The Council asked Auman a variety of questions including topics such as any potential concerns Auman sees and helping staff through the transition.

Auman exited the meeting at 8:14 a.m.

Boxall told the Council why she feels Auman is a good fit for the position. The Council discussed the options the Council had to fill the needed authority of an Executive Director to transact business and the work capacity challenges of current staff.

Canty-Jones made a motion to appoint Mike Auman as Interim Executive Director of the Travel Information Council on May 13, 2024, contingent on an approved background check and pay equity study. Riggs seconded. 6-0 Vote.

Card and Boxall will help educate Auman during his transition.

Executive Director Hiring Plan, Position Description, and Announcement (Votes):

TIC and OSAE Memo of Understanding: Boxall presented a draft memo of understanding between TIC and the Oregon State Board of Architect Examiners. Boxall said that the memo would allow her to provide consulting services as support to Auman in his Interim position and the new Executive Director once they are hired. The number of hours worked by Boxall on behalf of the OTIC while on OSBAE time will be invoiced by OSBAE to OTIC at the reimbursement actual salary rate plus other related personnel expenses such as taxes and benefits.

Canty-Jones made a motion to approve the memorandum of understanding between the Travel Information Council and the Oregon State Board of Architect Examiners regarding the working relationship between Boxall and the Travel Information Council.

Riggs made a recommendation to add a maximum set of hours allowed to the agreement.

Canty-Jones amended her motion to include that the agreement will not exceed 100 hours. Riggs seconded. 6-0 Vote.

Executive Director Hiring Plan:

Boxall presented the Executive Director Hiring plan as outlined in the material provided.

Riggs made a motion to approve the Executive Director Recruitment procedure as presented. Preston seconded. 6-0 Vote.

Position Description:

Card asked the Council if there was any question about the position description as presented. Baker said the position description should include the language of an expectation of some travel up to 20% of the time to stay connected to the agency's sites around the state. Baker then shared concerns about the physical requirements of the position deterring those applicants with disabilities from applying and asked Stevens if there was a way to make the position description more appealing to possible applicants by removing that language. Steven said that that requirement is structured within classification compensation so it's not something that he directly can add or subtract, but the actual job announcement that would go out wouldn't directly indicate those requirements. There will also be a note in the job announcement that would inform the candidate to contact Steven to discuss any accommodation. Steven said that the removal of those requirements in the position description would have to be submitted for classification compensation review. The Council then discussed the procedure and reviews that would follow if any major changes were made to the position description.

Riggs said that he was not interested in a delay in posting the position, but the Council can give the new Executive Director expectations of their visibility to the rest areas. Stevens recommended making the point a discussion topic during the interview.

Riggs left the meeting at 8:58 a.m.

Canty-Jones said that even with the job description lacking some of the requirements the Council would like to see in the job description it was ok to approve the description, as long as Council made its expectations clear in the interview process.

Canty-Jones made the motion to approve the Executive Director position description as presented. Garcia seconded. 5-0 Vote.

Announcement:

Steven and Boxall informed the Council how the announcement was created. The Council discussed the job announcement as presented and the additions they would like to make.

Canty-Jones made a motion to approve the job announcement with the amendment to include the addition of “occasional travel to all parts of the State” and “Travel Information Council encourages candidates of all backgrounds and abilities to apply, regardless of whether or not you meet all attributes listed above.” Garcia seconded. 5-0 Vote.

The Council discussed the creation of the Executive Director Hiring Committee. Card nominated Canty-Jones as Chair of the committee. Preston and Garica volunteered as members. The Council then discussed possible members for the interview panel.

Baker made a motion to appoint Canty-Jones as Chair of the Hiring Committee and Preston and Garcia as members with the option of adding one more Council member if needed. At the time of the interviews, the committee will invite one ODOT representative and one TIC staff member to join the panel.

Garica seconded. 5-0 Vote.

Public Comment: None.

Adjourn: 9:29 a.m.

Next Meetings:

Quarterly Meeting: June 10, 2024, Eugene, OR
