



DES MOINES AREA MPO

Special Policy Committee Meeting

December 14, 2023

APPROVAL OF AGENDA

December 14, 2023, Agenda

1. Call to Order
2. VOTE: Approval of Agenda
3. PUBLIC COMMENT: MPO Actions
4. REPORT and VOTE: Executive Director Search Consultants Contract
5. REPORT and VOTE: Search Committee Decision-Making Authorities
6. REPORT and VOTE: Employee Remote Work Arrangement Update
7. Other Non-Action Items of Interest to the Committee
8. Next Meeting Date – January 18, 2024 – 4 p.m.
9. Adjournment

PUBLIC COMMENT

EXECUTIVE DIRECTOR SEARCH CONSULTANTS CONTRACT

Search Consultant: Background

- The Policy Committee in November voted to engage a search consultant to manage the process of hiring a new MPO Executive Director.
- The Search Committee has recommended 2 The Top, in partnership with Deibler & Company.

SEARCH COMMITTEE

Bob Andeweg, Urbandale

Joe Gatto, Des Moines

Tom Hockensmith, Polk County

Ruth Randleman, Carlisle

Dean O'Connor, Altoona

Tom Hadden, West Des Moines

Mark Holm, Ankeny

Search Consultant: Selection

- The proposal from 2 The Top and Deibler & Company was the highest scoring response to a request for proposals.
- The Search Committee met on Nov. 29 with Cassandra Halls (2 The Top) and Diana Deibler (Deibler & Company) to review their proposal and discuss the process and timeline.
 - Policy Committee members were invited to participate, and three Policy representatives attended.
- Satisfied with the discussion, the Search Committee elected to move ahead with the first steps of the search process, starting with a survey of MPO committee representatives.

Search Consultant: Core Scope of Services

- The core scope of services follows a four-step process:
 - Step 1: Project launch (already initiated with survey)
 - Step 2: Research and Analysis
 - Step 3: Search Process
 - Step 4: Candidate Selection
- Core Scope of Services: \$32,500
 - This excludes the initial steps already taken (search survey, early work on salary survey), which are a separate \$5,000.
- Additional details are included in the draft contract.

Search Consultant: Optional Considerations



- The proposal includes three optional considerations:
 1. Employment Contract Negotiation (\$2,000)
 2. Coordinated Media Tactics (\$2,000)
 3. All-Staff Salary Analysis* (\$7,500)
- Additional details are included in the draft contract.

** The last salary survey was completed three years ago and is supposed to be updated every three years, according to the Policy and Procedures Manual. Doing the survey now would provide the Policy Committee and new Executive Director updated information for the FY 2024-2025 budget.*

Executive Committee Recommendation

DESCRIPTION	RECOMMENDATION	COST
Core Scope	Recommended	\$32,500
Contract Negotiation	Recommended	\$2,000
Media Tactics	NOT Recommended	--
All-Staff Salary Analysis	Recommended	\$7,500
CONTRACT TOTAL		\$42,000
Initial Work	Approved administratively at direction of Search Committee.	\$5,000
GRAND TOTAL		\$47,000

SEARCH COMMITTEE DECISION-MAKING AUTHORITIES

Search Committee Decision-Making Authority

- The Policy Committee may elect to authorize the Search Committee with certain decision-making authorities.
- These authorities were drafted with a goal of moving the search process forward between Policy Committee meetings while engaging the Policy representatives and giving the Policy Committee ultimate authority.
- These authorities would enable the process to be completed on the recommended timeline.

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Search Timeline (simplified version)



- **DECEMBER**
 - Capture insights and complete research
 - Update job description and draft job posting
- **JANUARY**
 - Post and publicize the job opportunity
- **FEBRUARY**
 - Select and interview finalists
 - Present finalist and recommended offer to Policy Committee
- **MARCH**
 - Contract negotiations
- **APRIL**
 - New ED starts

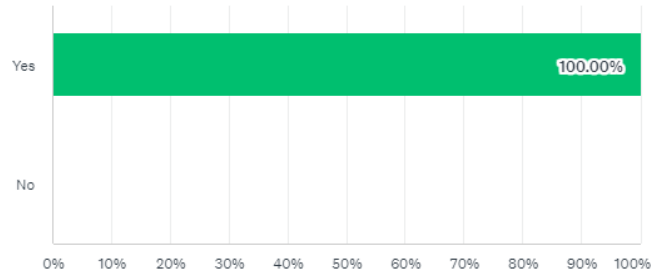
Proposed Decision-Making Authorities

	Search Committee	Policy Committee
Approval of updated job description.	X	
Approval of posted salary range.	X	
Approval of job posting.	X	
Approval of interview process / questions.	X	
Selection of finalists for interviews.	X	
Recommendation of finalist.	X	
Approval of finalist and preliminary offer.		X
Contract negotiations within the authorized range of compensation as established in the MPO Policies and Procedures Manual.	X	
Acceptance of contract with finalist.		X

Consensus on Communication

At a minimum you can expect an email update following each Search Committee meeting, a regular update from our search consultant at the monthly Policy Committee meeting and responsiveness to your questions and comments along the way. Do you feel this is the right level of communication?

Answered: 27 Skipped: 30



ANSWER CHOICES	RESPONSES	
Yes	100.00%	27
No	0.00%	0
TOTAL		27

Example Update



DES MOINES AREA
MPO

Des Moines Area MPO
Executive Director Search Process Scope of Work

Step #1: Project Launch

Comprehensive Timeline: All work will be complete by 01/08/2024

Date/Status	Project Task	Decision Making Needed
11/29/2023 ✓	<ul style="list-style-type: none"> Introductory meeting with the Search Committee 	<ul style="list-style-type: none"> None
Surveys launched <u>11/30/2023</u> Surveys close <u>12/15/2023</u>	<ul style="list-style-type: none"> Electronic survey (5-10 questions) for the members of the Policy Committee to inform critical objectives, expectations and needs related to the Executive Director role and search <u>process</u> <ul style="list-style-type: none"> Also included <u>TTC</u> per recommendation of the Search Committee Electronic survey (5-10) questions for <u>MPO</u> staff 	<ul style="list-style-type: none"> None
Underway	<ul style="list-style-type: none"> One-on-one follow-up interviews with the members of the Search Committee (each interview will be no more than 30 minutes) -<u>Scheduling underway</u> 	<ul style="list-style-type: none"> None
Underway	<ul style="list-style-type: none"> Begin the process of designing the Executive Director Search Schedule and advertising plan – <u>drafted and shared with Search Committee and Policy Committee</u> 	<ul style="list-style-type: none"> None

Step #2: Support the Job Posting/Interview Process

Comprehensive Timeline: All work will be complete by 01/08/2024

Date/Status	Project Task	Decision Making Needed
Underway	<ul style="list-style-type: none"> Review proposed job description and candidate profile, along with the process undertaken to prepare the updates, propose updates/modifications as needed. <ul style="list-style-type: none"> Draft job description will be shared with Policy Committee prior to 1/4/2024 to invite feedback via email. 	<ul style="list-style-type: none"> Search Committee will approve job description and posting 1/4/2024.

Other Thoughts, Ideas, Suggestions

- “We got to this point by a certain bully contingent forcing the former executive director out. I sincerely hope that all members of the policy committee get a say in who is hired without being shut down by two or three people with axes to grind or who prefer an executive director they can control-- i.e., one who says, "how high" when they say to jump. That is a very real problem that currently exists within the membership, and it's the reason the Policy Committee is so focused on transparency in this hiring process. No more closed-door meetings or back-room horse trading, please, when it comes to personnel decisions that affect the MPO region.” (Policy rep)
- “Once the top 2 or 3 candidates are chosen, the entire Policy Committee should be able to meet with the candidates, in small groups, to have some interaction before a final selection is decided upon. (Policy rep)
- I would like to see representation more evenly disbursed for the selecting and interview committee so there is a good mix of Cities involved and a good mix of the various committees (Policy, Technical, others) involved. The goal should be to avoid over representative from any one City. (TTC rep)

DECEMBER 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30 Launch Surveys	1 →	2
3	4 →	5	6	7	8 →	9
10	11 →	12	13	14 Policy Committee Meeting	15 Close Surveys	16
17	18 Analyze Survey Data	19 →	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

JANUARY 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	1	2	3	4 Search Committee Meeting	5	6
7	8 Post ED Position	9	10	11	12	13
14	15	16	17	18 Policy Committee Meeting	19	20
21	22	23	24	25	26 ED Position Close	27
28	29 Prepare Candidate Analysis	30	31	1	2	3

FEBRUARY 2024

Monday	Tuesday	Wednesday	Thursday	Friday
29	30	31	1	2
5 Search Committee Meeting – Open to Policy Reps	6	7	8	9
12	13	14	15 Candidate Interviews & Policy Committee Meeting	16 Make offer?
19 Contract negotiation	20	21	22	23
26	27	28	29	1

ASSUMPTIONS

- Three finalists
- Exact location TBD
- Search Committee interviews
- Policy Reps attend social
- Will require 3-5 hours, plus Policy meeting

ASKS

- Please hold your calendars for all day Thursday, Feb. 15

LOGISTICS

- How we proceed will be determined based on several factors, including:
 - Availability of Policy Reps
 - Necessity to maintain integrity of the process.

MARCH 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
25	26	27	28	29	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21 Policy Reps Meet and Greet with ED?	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

APRIL 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	1 ED Start Date	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4

EMPLOYEE REMOTE WORK ARRANGEMENT UPDATE

Employee Remote Work Arrangement Update



Background

- Executive and Policy Committees voted in November on a framework to make the Planning Manager a consultant.
- Interim Director and Legal Counsel have worked to develop and execute a contract prior to end of 2023.

Update Information

- UPWP/budget amendment required before executing a contract.
- FHWA/FTA expressed concerns given lack of procurement process.

Employee Remote Work Arrangement Update

Options available:

- 1. Local funds: proceed forward as originally planned but ensure only local funds are used on the contract. This alleviates need to follow federal procurement requirements.**
2. Salaried employee: continue with Planning Manager as a salaried employee and extend the remote work agreement through 2024; consider employee's remote work agreement grandfathered under previous handbook that did not have a remote work provision.
3. Issue RFP for services: provide opportunity for other consultants, and presumably the Planning Manager, to bid through a formal procurement process.

*Note that Options 1 and 3 would require a UPWP/budget amendment

Employee Remote Work Arrangement Update

UPWP/Budget Amendment:

1. Takes half of the Planning Manager's budgeted salary and benefits and changes it to consultant costs, distributing the costs to the appropriate work elements.
2. Update other unrelated items:
 - Updates consultant costs associated with the Data Bike Pavement Analysis project approved in November and the Executive Director search to be approved in December.
 - Updates staff paid time off resulting from the updated Employee Handbook approved in August.
 - Removes funds anticipated from the transload facility per an updated agreement approved in August.

OTHER ITEMS OF INTEREST

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