

OREGON INTERNATIONAL PORT OF COOS BAY

Coos Bay, Oregon

SPECIAL COMMISSION MEETING

1:30 p.m., Thursday, June 27, 2024

Port Commission Chambers, 125 Central Avenue, Suite 230, Coos Bay, Oregon 97420

ATTENDANCE

Commission:

Brianna Hanson, Vice President; Kyle ViksneHill, Treasurer; Kyle Stevens, Secretary; and Nick Edwards, Commissioner.

Staff:

Lanelle Comstock, Interim Chief Executive Officer / Chief Administrative Officer; and Krystal Karcher, Human Resources Generalist.

Media & Guests:

Anne Donnelly; and Christine Moffitt.

1. CALL MEETING TO ORDER

Vice President Hanson called the meeting to order at 1:31 p.m.

2. INTRODUCTION OF COMMISSIONERS, GUESTS AND PORT STAFF

3. ACTION ITEM / PUBLIC COMMENT

- A. Chief Executive Officer Hiring Standards, Criteria, and Policy Directives with the Board of Commissioners Accepting Public Comment**

Vice President Hanson began the discussion with a review of the meeting packet, which included the job description and job announcement for the Chief Executive Officer position. The job announcement includes the compensation range that Commissioners reviewed at the previous special meeting and has been posted. Candidates have begun to apply. Historically, once there is a good pool of candidates, it is narrowed down and finalists are chosen. A community group and the Port leadership team would then be invited to provide input.

Vice President Hanson asked if there were any Commissioner comments on the job description and announcement. Vice President Hanson stated that currently Commissioners have been focused on finding someone with operational and developmental skillsets related to the large future projects. This pool is likely narrow, and perhaps this role could be split so that there is a project manager for the large PCIP project, which would then allow the future CEO to focus on operational duties. The project management role could potentially be paid for with project funds. This could potentially allow the best possible skillsets for project management, as well as for the Port CEO.

Commissioner ViksneHill agreed the separation of roles is a good idea and that community outreach needs to be emphasized within both roles. Commissioner Edwards stated Charlston will be an important piece for the new CEO, as well as the community engagement.

Vice President Hanson asked for any public comment related to the CEO role and the discussion at hand.

Christine Moffitt stated she is concerned the description for the CEO is too narrow. As stated at the previous meeting, there are aspects of the community that seem to be overlooked. Those aspects are not mentioned in the position description. There is no reference to environmental sustainability, community services, or diversity and equity. The focus seems to be on terminal development and railroad operations. Further concerning is that this position description is already posted and being marketed. Ms. Moffitt implored Commissioners to look at the larger community and recognize the extent of the Port district. Wording should be included to ensure transparency in operations and management. Ms. Moffitt asked for a public announcement of the process for selection, including the selection of a community group.

Anne Donnelly stated she shares many of the concerns expressed by Ms. Moffitt. Ms. Donnelly stated the idea of separating the roles of CEO and Project Manager is promising, as this would allow the CEO to focus on big-picture issues rather than on a single project. Ms. Donnelly stated the description should be focused on finding someone who is committed to public service. There is concerning language used that is unnecessarily limiting and may not appeal to someone with a passion for public service. It is important for the announcement to signal that this is an exciting opportunity. Ms. Donnelly shared examples of other job descriptions that contain suggestions and comments which might help to better reflect these ideas.

Ms. Donnelly stated the job description refers to the CEO advancing the goals and objectives of the Port, except that there is not a recent or specific description of what those goals and objectives are. Ms. Donnelly suggested that prior to any hiring decision being made, Commission take a few hours with a facilitator to determine what those goals and objectives are. This would provide a basis for operating more efficiently and transparently, and provide a framework for the potential candidate to follow. This would also provide a tool to ensure accountability for the CEO.

Vice President Hanson stated the language within the announcement can be updated to reflect today's discussion while still moving forward with the process.

Upon a motion by Commissioner Hanson (second by Commissioner ViksneHill), the Board of Commissioners voted to proceed with the CEO hiring process under standards and procedures historically used and as discussed. **Motion Passed Unanimously.** (Ayes: Hanson, ViksneHill, Stevens, and Edwards. Nays: None.)

4. **NEXT MEETING DATE** – Tuesday, July 16, 2024, 11:00 a.m.

5. **ADJOURN**

Vice President Hanson adjourned the meeting at 1:49 p.m. and entered into Executive Session to:

(a) consider the employment of a public officer, employee, staff member or individual agent.