

**PROCEEDINGS OF THE EXECUTIVE POLICY BOARD
OF THE GRAND FORKS/EAST GRAND FORKS
METROPOLITAN PLANNING ORGANIZATION SPECIAL MEETING
Monday, April 4, 2022 - 12:00 Noon
East Grand Forks Training Conference Room/Zoom Meeting**

CALL TO ORDER

Jeannie Mock, Chairperson, called the April 4th, 2022, Special Meeting of the MPO Executive Policy Board to order at 12:05p.m.

CALL OF ROLL

On a Call of Roll the following members were present: In-person - Marc DeMers, Warren Strandell, Bob Rost, Mike Powers, Clarence Vetter, and Al Grasser. Via Zoom - Ken Vein and Jeannie Mock.

Absent: None.

Guest(s): Tangee Bouvette and Gretchen Guetter, Grand Forks City Human Resource Department and Stephanie Halford, Grand Forks Planning Department.

Staff present: Teri Kouba, GF/EGF MPO Interim Executive Director and Peggy McNelis, GF/EGF MPO Office Manager.

DETERMINATION OF A QUORUM

Mock declared a quorum was present.

MATTER OF EXECUTIVE DIRECTOR POSITION

Mock introduced Gretchen Guetter and Tangee Bouvette, Grand Forks City Human Resource Employees, and stated that they are present to provide an overview of the process and where we are in that process to hire an Executive Director.

Guetter reported that, just to bring you back to the beginning, they did do a brief matrix; as far as they had nine candidates for this position, and then the Selection Panel did narrow that field based off the criteria from the job description, and then the other qualifications of the position to the top four candidates. She said that on March 24th they did a full interview and presentation process with the candidates; they did a meet and greet breakfast followed by the interviews and then the presentations.

Guetter commented that they had four very unique candidates involved in the process, and ultimately they did have one rise to the top and that is what is before you today. She said that with that Board Members Vein and Vetter were part of that Selection Committee, along with

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Nancy Ellis and David Kuharenko, who are members of the Technical Advisory Committee as well.

Vein stated that he would just say that as Ms. Guetter laid out, the process worked extremely well, and it was nice to get the top four candidates, who they were then able to interview and rank accordingly. He said they then submitted their rankings to Human Resources for continuation of the process.

Vetter said that the question he would have is, after they got through the interview process, what has taken place since that. Bouvette responded that once the Selection Panel had made their final selection, that finalist is Stephanie Halford, the direction was for Board Member Strandell and Chairperson Mock to negotiate a contract to bring before this Board, and so in conjunction with herself, Mr. Strandell and Ms. Mock advised where to place the candidate salary wise, benefit wise; a lot of the contract mirrors what former Executive Director Earl Haugen had in his contract; specifically negotiated was the salary, as well as vacation, and so those are items to look at today. She added that the other piece of the contract that she eliminated, there was only once piece and that was that a vehicle would be provided, she eliminated that provision and just replaced it with the Executive Director would receive mileage based on MPO polices, so that is what she would like to bring to your attention with the review of the contract at this time.

DeMers asked if the termination benefits inline with Grand Forks policy. Bouvette responded that this contract mirrors the Department Head contract that the City of Grand Forks offers its Department Heads.

MOVED BY VETTER, SECONDED BY POWERS, TO APPROVE THE CONTRACT FOR THE MPO EXECUTIVE DIRECTOR, AS PRESENTED, AND TO OFFER THE POSITION TO STEPHANIE HALFORD.

Grasser asked Ms. Halford if she was comfortable with the contract. Halford responded that she is more than okay with it, and she is very excited about the future.

Voting Aye: DeMers, Powers, Rost, Strandell, Vetter, Grasser, Vein, and Mock.

Voting Nay: None.

Abstain: None.

Absent: None.

Halford stated that she would just like to say thank you, she is very excited about the future, where this is going, she thinks we are going to work well together. She added that she will be available whenever anyone has questions and open to conversations on where you want to take this.

Mock thanked Teri Kouba for filling in. She said it she knows it isn't easy when somebody leaves like that, she knows it has been a challenge to step in so thank you for that as well. Kouba thanked her for the opportunity.

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PUBLIC COMMENT

None.

OTHER BUSINESS

None.

ADJOURNMENT

***MOVED BY POWERS, SECONDED BY VETTER, TO ADJOURNED THE APRIL 4, 2022,
SPECIAL MEETING OF THE MPO EXECUTIVE POLICY BOARD AT 12:10 P.M.***

Respectfully Submitted,

Peggy McNelis, Office Manager