



November 12, 2009

Memorandum #2009-189

TO: Nominating Committee

BY: Dwight L. Farmer, Executive Director/Secretary

RE: Nominating Committee Meeting, November 17, 2009

Attached is the agenda and related materials for the **Nominating Committee** meeting scheduled for **Tuesday, November 17, 2009, 2:30 – 4:30 p.m.**, in the **Regional Board Room**.

CR/JB/kg

Nominating Committee

Douglas L. Smith (PO), Chair

Bruce C. Goodson (JC)

Dennis W. Heuer (VDOT)

Jeanne Zeidler (WM)

Joe S. Frank (NN)

Michael S. Townes (HRT)

Paul D. Fraim (NO)

Stan D. Clark (IW)

William D. Sessoms (VB)

cc: TPO Voting Members
TPO Voting Alternates
TPO Nonvoting Members
Dwight L. Farmer
Camelia Ravanbakht
Carlos Gonzalez
Luis Ramos

**AGENDA
NOMINATING COMMITTEE
NOVEMBER 17, 2009**

CALL TO ORDER 2:30 pm

The Regional Building, 723 Woodlake Drive, Chesapeake, Virginia

CALL TO ORDER

PUBLIC COMMENT PERIOD (Limit: 3 minutes per individual)

APPROVAL OF AGENDA

AGENDA

1. Minutes of October 14, 2009
2. Citizen Transportation Advisory Committee: HRTPO Staff Update
3. Citizen Transportation Advisory Committee: Member Selection
4. Schedule Next Meeting

ADJOURNMENT

ITEM #1: MINUTES

Minutes of the October 14, 2009 Nominating Committee meeting are attached.

Attachment 1

RECOMMENDED ACTION:

Approve the minutes.

Summary Minutes
HRTPO Nominating Committee
Meeting of October 14, 2009

Chairman Smith called the HRTPO Nominating Committee to order at 1:46 p.m. in the Regional Board Room with the following in attendance:

TPO Nominating Committee Members:

Douglas L. Smith (PO), Chair
Paul D. Fraim (NO)
Joe S. Frank (NN)
Michael S. Townes (HRT)
Jeanne Zeidler (WM)

Absent:

Bruce C. Goodson (JC)
Dennis W. Heuer (VDOT)
Stan D. Clark (IW)
William D. Sessoms (VB)

HRTPO Staff:

Rob Case
Dwight Farmer
Carlos Gonzalez
Kathlene Grauberger
Camelia Ravanbakht

Others:

George Brisbin (Citizen)

Public Comment Period

Chairman Smith asked if there were any comments from the public. There being none, he continued with the agenda.

Freight Transportation Advisory Committee

Chairman Smith stated that as prescribed in the HRTPO Bylaws Article VII Section 8, the HRTPO Nominating committee was responsible for recommending candidates for the Freight Transportation Advisory Committee (FTAC). The Committee was responsible for nominating eight at-large members with the ninth being a voting member of the HRTPO Board, appointed by the HRTPO Chair.

Chairman Smith noted the Virginia Port Authority (VPA) had been of great assistance in the process and had agreed to staff the FTAC.

Chairman Smith directed the Committee's attention to Attachment 1 of the Agenda referencing ten candidates for the FTAC. He stated these potential members represented a wide range of freight capacities.

Mayor Frank suggested there might be possible candidates from either Northrop Grumman Newport News Shipbuilding or Ft. Eustis. Mr. Farmer stated the Military Traffic Management Command might produce a candidate or a liaison.

Seven candidates were chosen by the Committee to be nominated for the FTAC. The candidates were as follows:

1. Chris Luebbers – Group Manager International Marketing of Norfolk Southern Corporation
2. Butch Crane – Assistant Vice President of K-Line America, Inc.
3. Keith Helton – Executive Vice President of Givens Transportation – a third party logistics firm
4. Jeff Frye – Regional Transportation Manager of Target
5. Arthur W. Moyer, Jr. – Executive Vice President of Virginia Maritime Association
6. Bill W. Franks, Jr. – President of Lydall Distribution Services
7. Brien Craft – General Manager/Direct Imports of Walmart Stores, Inc.

Further discussion was held regarding the eighth at-large member and it was decided that Mayor Frank would contact Northrop Grumman Newport News Shipbuilding for a candidate.

Mr. Farmer asked the Committee if he should advise the candidates of their consideration for membership on the FTAC. The Committee agreed that it would be a good idea to inform them.

Citizen Transportation Advisory Committee

Chairman Smith stated that as prescribed in the HRTPO Bylaws Article VII Section 8, the Nominating Committee was responsible for recommending candidates for the Citizen Transportation Advisory Committee (CTAC). He indicated that after discussions with HRTPO Chairman Sessoms and Mr. Farmer, a criteria and process was established regarding the CTAC. There was currently an application on the HRTPO website for a 30-day solicitation period from October 8 – November 6, 2009 for anyone who was interested in serving on the CTAC. Chairman Smith commented that since the CTAC would be comprised of at least twenty members, it would be appropriate to have at least one member from each jurisdiction on the committee.

It was discussed whether to change the current application to include a section for references. Mr. Gonzalez noted that staff did consider asking for references, but as an alternative, asked for areas of interest and experience.

Mayor Fraim asked if elected officials could serve on the CTAC in the capacity of citizen. Mayor Frank stated the HRTPO had implied the CTAC would only be comprised of citizens that do not hold any official positions within a jurisdiction.

Chairman Smith stated after November 6th, the first set of applications would be evaluated and it would be determined whether the Committee needed to include an interview process. The Committee decided to re-submit the online application to include a section regarding references and an optional reference letter. A progress report would be given to the HRTPO Board in November with a list of final applicants ready by the December Board Meeting.

It was decided the Committee would meet again in the November 16-20, 2009 timeframe.

There being no further business, the meeting adjourned at 2:27 p.m.

ITEM #2: CITIZEN TRANSPORTATION ADVISORY COMMITTEE: HRTPO STAFF UPDATE

As prescribed in the HRTPO Bylaws Article VII Section 8, the Nominating Committee is responsible for nominating candidates for the Citizen Transportation Advisory Committee (CTAC). At the September 16, 2009 meeting, the HRTPO Board authorized the Nominating Committee to nominate candidates for membership on the CTAC. During the October 14, 2009 meeting, the Nominating Committee confirmed the HRTPO staff CTAC membership criteria and process recommendations, as well as approved an application for interested individuals to serve on the CTAC.

An application period for interested applicants was in effect from October 8, 2009 to November 6, 2009. During this time, the HRTPO staff received 63 applications from all jurisdictions except James City County and the City of Poquoson (Enclosure).

Mr. Carlos Gonzalez, Public Involvement and Community Outreach Administrator, will brief the Nominating Committee on the CTAC membership criteria as well as provide a summary of the applicants' statistical information.

Enclosure

RECOMMENDED ACTION:

Proceed to selection of CTAC members.

ITEM #3: CITIZEN TRANSPORTATION ADVISORY COMMITTEE: MEMBER SELECTION

As prescribed in the HRTPO Bylaws Article VII Section 6, the CTAC shall consist of up to thirty members, each of whom shall be a resident of a HRTPO member locality, and shall fairly reflect the geographic diversity of the HRTPO membership. Members shall be appointed by the HRTPO Board based on the Nominating Committee's recommendations. It is expected that the Nominating Committee Chair will provide monthly progress reports to the HRTPO Board, leading to a HRTPO Board appointment of a slate of CTAC members at the December 16, 2009 HRTPO Board meeting.

A. CTAC MEMBER SELECTION

As established by the Nominating Committee at the October 14, 2009 meeting, the CTAC should reflect a balanced socio-economic, demographic, geographic, and interest group representation. Per the HRTPO Bylaws, CTAC members shall fairly reflect the geographic diversity of the HRTPO membership. As such, the CTAC should maintain a membership composition where private citizens consist of a two-third majority over regional interest groups.

RECOMMENDED ACTION:

Select 21 to 30 members to serve on the Citizen Transportation Advisory Committee.

B. CTAC MEMBER TERMS

As prescribed in the HRTPO Bylaws, the Nominating Committee is responsible for recommending which CTAC applicants will serve staggered terms of one, two, and three years for the first three years. Thereafter, all members shall be appointed to three-year terms.

RECOMMENDED ACTION:

Determine which CTAC members will serve staggered terms of one, two, and three years for the first three years.