



TRANSIT BOARD ADMINISTRATOR SUBCOMMITTEE DRAFT PROGRAM-AT-A-GLANCE 2022 DEVELOPMENT DAY SEATTLE, WA

Seattle, WA
Friday, Oct. 7

7:00 – 8:30 p.m.
TBA Dutch Treat
Optional

Seattle, WA
Saturday, Oct. 8

8:00 – 9:00 a.m.
TBA Breakfast
Optional

9:00 – 10:00 a.m.
**Opening/Introduction: What is Top of Mind
for TBAs?**

10:00 – 12:00 p.m.
**Workshop: Leveling the Playing Field by
Developing an Accurate Job Description**

12:00 – 12:30 p.m.
**Working Lunch/Roundtable Discussion:
Challenges and Best Practices**

12:30 – 2:30 p.m.
**How Leadership Development Can Improve
TBA/CEO Relationships**
*Guest Speaker: Dr. Kenston Griffin, Founder
and CEO, Dream Builders Communication, Inc.,
Huntersville, NC*

2:30 – 2:45 p.m.
BREAK

2:45 – 4:00 p.m.
**Planning for an Electronic Transition:
Records and Information Management System**
*Camille Gandolfi, Clerk of the Board, Lane Transit
District*

Seattle, WA
Sunday, Oct. 9

8:00 – 9:45 a.m.
Breakfast/ TBA Committee Meetings

10:00 – 11:30 a.m.
TBA Business Meeting