

## MEMORANDUM

To: J. Keith Brown Personnel File  
From: Brad Thoburn, Vice President  
Long Range Planning and System Development  
Date: June 16, 2016  
Re: Employee Performance/Termination

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Mr. Brown has had three incidents that have led to disciplinary actions:

- September 2013: Unauthorized travel and unsatisfactory work product
- August 2014: Improper conduct related to scoring of procurement
- March 2016: Improper/deceptive conduct related to JTA Board member interaction

As a matter of progressive discipline, on March 30, 2016, Mr. Brown was given a final warning placed on administrative leave without pay for one week and a 90-day employee improvement plan. JTA also provided Mr. Brown a coach, Dr. Jarik Conrad, and Mr. Brown met with Dr. Conrad a number of times.

Regrettably, Mr. Brown's he has not made sufficient progress during the improvement period and his performance has not been satisfactory. The following actions reflect Mr. Brown's failure to show required improvement and his unsatisfactory performance:

1. Mr. Brown has failed to accept or acknowledge the reason for his initial discipline. While he continues to attempt to validate the statement he made to the Board in March, the most critical issue relates to the expressed intent of his statement (to change the direction of the conversation) and the inappropriateness of the manner in which he interacted with the Board. Despite extensive efforts by Mr. Brown to verify the statement, information to date does not support the statement. This further reinforces Mr. Brown's poor decision to make such a volatile and unsubstantiated statement to JTA Board Members. Even if his statement could be validated, this would not address the core reason for his discipline. Further, Mr. Brown continues to believe the most recent discipline and even the previously two incidents stem simply from miscommunication. His inability to recognize and acknowledge the core issues at hand has prevented Keith from making the required improvements.
2. Mr. Brown failed to meet the expectations of a Sr. Manager in preparation for the May JTA Board meeting. He did not provide a Board item submittal form and Board memo related to the Parking Management contract for the May 20th Board meeting. On May 13, 2016, Mr. Brown took vacation the same day the Board package was to be distributed and this issue had to be addressed by myself in his absence.

Because it was clear that Mr. Brown was not making the required improvements in the 90-day period, on May 18, Cleveland Ferguson and I, met with Mr. Brown to discuss path forward. Follow up conversations were held on June 10 and June 13.

Mr. Brown has repeatedly failed to uphold the Core Values of the Authority. His actions and decisions limit his ability to effectively perform his work duties. As a result, the decision to terminate employment has been made. While the option of resigning was presented to Mr. Brown, he choose not to take that option.