

May 7, 2020
PERSONNEL COMMITTEE MEETING
Chair Greg Ward

Due to the Covid-19 Pandemic the Personnel Committee meeting was held as an Audio/Video Conference (GoToMeeting)

Board Members Present: Greg Ward, Victor Celentino, Debbie Groh

Management, Staff and Employees Present: Karissa Weight, Bonnie Wohlfert, Sophie Giviyani-Kermani

Members of the Public Present: None

CALL TO ORDER & ROLL CALL

1. Greg Ward, Chair, called the Personnel Committee meeting of the Capital Region Airport Authority to order at 4:30 p.m. with all members present.

PUBLIC COMMENT

1. None

REPORTS AND RECOMMENDATIONS FOR ACTION

Interim CEO Salary Recommendation – Victor Celentino

#20-09 Interim President-CEO Salary

- a. Victor Celentino moved the Personnel Committee, recommend to the full board, the approval of the Interim President – CEO salary increase of \$876.92 to Robert Benstein's base pay and \$876.92 in the form of a stipend.
- b. The roll call vote was: Mr. Celentino, Yes; Ms. Groh, Yes; Mr. Ward, Yes

CEO Search Firm Update – Karissa Weight

Karissa reported that resumes have been received from 15 candidates and asked the committee if they have key functions, qualities or skills they are looking for in order to narrow the search. Victor Celentino inquired about recommendations from staff for a search firm. Karissa indicated that she was comfortable with recommending Global Business Resource Group, Inc.

Resolution 20-07, approved at the February 24, 2020 board meeting, authorized the Chair of the Personnel Committee, Greg Ward to execute all future contracts and sign all documents resulting from the Authority's quote process for an Executive Search Firm. Per the CRAA purchasing procedures, the contract shall not exceed Fifty Thousand Dollars (\$50,000.00)

- a. Victor Celentino moved the Personnel Committee select Global Business Resource Group, Inc. as the Executive Search Firm to lead the recruitment efforts for the Authority's vacant President & CEO position.
 - b. The motion passed unanimously.
- Karissa suggested refining the scope of work for the search firm since we already have traditional sources for candidates; the committee agreed. The committee discussed qualities they were seeking in a candidate (community oriented, leadership, experience recruiting airlines).

- The committee discussed key stakeholders in the community that could be included in the interview process.
- Hard copy resumes, of all candidates who applied, will be provided to the Personnel Committee and an application deadline will be established.
- The committee discussed responding to the stakeholders that indicated they would like to be contacted in the stakeholder survey. Karissa suggested using their feedback to help determine the top skills desired.
- The date for the next Personnel Committee meeting will be set as needed.

OLD BUSINESS

1. None

NEW BUSINESS

1. None

PUBLIC COMMENT

1. None

PERSONNEL COMMITTEE COMMENTS

1. Victor Celentino commented that this was a good meeting and Debbie Groh thanked the staff.

ADJOURNMENT

1. Greg Ward moved the meeting be adjourned at 5:03 pm.

signed
Greg Ward, Chair

signed
Bonnie Wohlfert, Secretary