

CENTRAL FLORIDA EXPRESSWAY AUTHORITY

MINUTES CENTRAL FLORIDA EXPRESSWAY AUTHORITY January 23, 2015

EXECUTIVE SEARCH COMMITTEE

Present: S. Michael Scheeringa, CFX Board Member and Committee Chairman
Laura Kelley, CFX Deputy Executive Director
Brooke Stearns, Osceola County
Bill Veach, Lake County
Jim Harrison, Orange County
Edward Bass, Seminole County
Chris McCullion, City of Orlando
Darleen Mazzillo, CFX Executive Assistant

A meeting of the Executive Search Committee was held at the Hyatt Regency Hotel at the Orlando International Airport. The meeting began at 1:00 p.m.

- Ms. Kelley reported that the RFP for a search firm was advertised on January 17. The deadline for proposals is January 29. The Executive Search Committee will meet on February 5 to rank the search firms.

The Executive Search Committee came up with the following recommendations regarding the search firm process:

- The Committee's rankings will be presented to the Board at the February 12 Board meeting. Approval will be requested to enter into contract negotiations with the top-ranked firm.
- The search firms will be ranked for qualifications without price.
- In order to save time, the Board will be asked to approve a not-to-exceed price at the February 12 board meeting with ratification at the March 12 Board meeting.

Regarding the search firm compensation, Mr. Scheeringa suggested that we use 35% of the Executive Director salary, with 1/3 payments as follows: 1) upon contract execution, 2) 45 or 60 days into contract, and 3) upon successful hire. He also suggested that we encourage the search firm to use video conferencing whenever possible to save travel costs.

Discussion took place regarding the Executive Director selection process. Each committee member relayed their experience in the interview and selection processes for their organizations.

By consensus, the Committee came up with the following process to recommend to the Board regarding the Executive Director selection:

- 1) Search firm will cull the Executive Director applicant list down to the most highly qualified candidates.
- 2) Executive Search Committee will shortlist those candidates down to 5 or 6.
- 3) Executive Search Committee will interview the shortlisted candidates as a panel.
- 4) From the panel interviews, the Committee will shortlist the top 2 or 3 candidates for the Board Members to consider.
- 5) The Board members will have the opportunity to interview the top candidates one-on-one.
- 6) The Board will be asked to approve a final candidate at the May 14 Board meeting.

Mr. Veach reported on his conversation/exit interview with Colin Baenziger regarding the prior search process. Mr. Baenziger believes that CFX stopped the process too soon. He also felt handcuffed because he couldn't list the salary in the advertisement.

Discussion ensued about the Executive Director salary. The salary range will be discussed at the February 12 Board meeting. Mr. Scheeringa wants the committee members to brief their respective board members on the points of reference discussed today. A comparison of top administrators' salaries will be provided to the Board for their consideration.

Ms. Kelley mentioned that the search firm RFP provides an option to use the selected search firm for the CFO position at a later date, if the Board chooses.

Next Meeting: February 5, 2015 at 9:00 a.m. to evaluate and rank the search firms.

The meeting adjourned at 2:10 p.m.