



Fort Monroe Authority Board of Trustees  
CEO Search Committee  
June 20, 2024

Fort Monroe Authority Main Office, 1<sup>st</sup> Floor Conference Room  
20 Ingalls Road, Fort Monroe, VA 23651  
11:00 AM – 12:00 PM

**PUBLIC MEETING: PLEASE POST**

**Call to Order**

**11:00 AM**

- |  |                                   |
|--|-----------------------------------|
| 1. Opening Comments                    | John Reynolds, Chairman           |
| 2. Roll Call                           | Carmen Borja, Assistant Secretary |
| 3. Minutes from April 30, 2024 Meeting | John Reynolds, Chairman           |

**ACTION ITEM:** Approve the April 30, 2024 CEO Search Committee Minutes

- |   |                               |
|---|-------------------------------|
| 4. General Public Comment   |                               |
| 5. FMA CEO Search   | Charlie Ingersoll, Korn Ferry |
| <ul style="list-style-type: none"> <li>• Search status update</li> <li>• Review KF4D unique client profile</li> <li>• Review search timeline</li> <li>• Other business</li> </ul> |                               |

6. General Committee Discussion

**Adjournment**

**12:00 PM**



Fort Monroe Authority Board of Trustees  
CEO Search Committee  
April 30, 2024  
Meeting Minutes  
DRAFT

The Fort Monroe Authority (FMA) CEO Search Committee meeting was held on April 30, 2024, at Hampton City Hall, 8<sup>th</sup> Floor, 22 Lincoln Street, Hampton, VA 23669.

**Call to Order**

- 1. Opening Comments –** The Honorable John Reynolds, Chairman

Chairman John Reynolds called the meeting to order at 12:00 PM and declared that Secretary Voyles would be participating in the CEO Search Committee moving forward in coordination with Secretary Merrick and that his attendance counts towards the quorum.

- 2. Roll Call –** Ms. Carmen Borja, Assistant Secretary

Ms. Borja called the roll and determined that a quorum was present.

**Members Present:**

The Honorable John Reynolds, Chairman  
Ms. Mary Bunting, City Manager of Hampton  
Mr. Brian Jackson  
Ms. Season Roberts  
Secretary Travis Voyles

**Members Absent:**

Ms. Caren Merrick, Secretary of Commerce and Trade

**Staff Present:**

Mr. John Hutcheson, Secretary/Treasurer  
Ms. Jennifer Curcione, HR Manager  
Ms. Carmen Borja, Assistant Secretary  
Ms. Phyllis Terrell, Director of Communications

**Action Items**

- 3. Adoption of All-Virtual Meeting Policy and Remote Participation Policy**

**Motion:** I move to adopt the All-Virtual Meeting & Remote Participation Policies

**So Moved:** Ms. Mary Bunting

**Seconded:** Mr. Travis Voyles

***Unanimously Approved***

#### 4. Committee Approval of request for remote participation

Chairman Reynolds informed the committee that he approved, in writing, of Mr. Jackson's request to participate remotely in today's meeting on April 24th as related to item 4 of the Remote Participation Policy which states that a member may participate remotely if their principal residence location is more than 60 miles from the meeting location.

**Motion:** I move to approve the request for remote participation by Mr. Brian Jackson at today's meeting.

**So Moved:** Ms. Mary Bunting

**Seconded:** Mr. Travis Voyles

***Unanimously Approved***

Mr. Jackson participated in today's meeting from his office in Richmond and while traveling.

#### 5. Approval of Minutes from April 18, 2024, Meeting

**Motion:** I move to approve the minutes from April 18, 2024, meeting.

**So Moved:** Ms. Mary Bunting

**Seconded:** Mr. Travis Voyles

***Unanimously Approved***

#### 6. Public Comment

The Honorable John Reynolds, Chairman

Mr. Robin Reed expressed that he would like the commercial and residential tenants represented in the search for the next CEO. Chairman Reynolds stated there would be an opportunity for them to do so.

#### Old Business

#### 7. FMA CEO Search

The committee proceeded to discuss the Board feedback on the CEO position job description and reviewed results of Staff survey responses.

Ms. Bunting expressed concern that the CEO job description should clearly state the need for there to be a strong relationship with the city of Hampton. Mr. Jackson agreed and added that they should address the relationship piece and work on proper language.

After reviewing Staff survey the committee took a brief break.

Ms. Bunting read the committee into closed session.

#### Closed Session – 1:00 PM

#### 8. In accordance with VA Code 2.2-3711(A)(29)

**Motion:** Mr. Chair, I move that the CEO Search Committee of the Fort Monroe Authority convene in closed session for (i) consultation with legal counsel and (ii) to discuss the award of a public contract, pursuant to the following Code sections and for the following purposes:

**Legal Counsel:**

- § 2.2-3711(A)(8) of the Code of Virginia, which authorizes closed meetings for “consultation with legal counsel...regarding specific legal matters requiring the provision of legal advice by such counsel”; and

**Award of a Public Contract:**

- § 2.2-3711(A)(29) of the Code of Virginia, which authorizes closed meetings for the “discussion of the award of a public contract involving the expenditure of public funds, ...and discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body”

**So Moved:** Ms. Mary Bunting  
**Second:** Ms. Season Roberts

***Unanimously Approved***

Ms. Bunting read committee out of closed session.

**Reconvene & Certification – 1:46 PM**

**Motion:** Mr. Chair, I move that the CEO Search Committee of the Fort Monroe Authority end the closed session to discuss matters pursuant to § 2.2-3711 of the Code of Virginia, reconvene an open meeting, and ask the members to certify that:

- (i) only those matters lawfully exempted from open meeting requirements under § 2.2-3711 of the Code of Virginia, and
- (ii) only such public business matters as were identified in the motion by which the closed meeting was convened; were heard, discussed, or considered by the CEO Search Committee of the Fort Monroe Authority in closed session.

If any member believes that there was a departure from the foregoing closed session requirements, such member shall so state prior to the certification vote, indicating the substance of the departure that the member believes took place. Any such statement shall be recorded in the minutes of the meeting.

**So Moved:** Ms. Mary Bunting  
**Second:** Ms. Season Roberts

***Unanimously Approved***

Roll was called by Ms. Borja.

### **Action Item**

9. Approval of the Search Firm Proposal and Authorize FMA to execute an agreement with the approved Search Firm under the terms approved by the CEO Search Committee.

**Motion:** Mr. Chair, I make a motion that the CEO Search Committee of the Fort Monroe Authority (FMA) select Korn Ferry International as its preferred CEO Firm pursuant to the terms of resolution adopted by the Board of Trustees of the FMA on April 19, 2024 a copy of which is available at this meeting.

**So Moved:** Ms. Season Roberts

**Second:** Mr. Brian Jackson

***Unanimously Approved***

Mr. Jackson excused himself from the meeting at 1:48 PM.

The committee discussed housing details and requirements of the FMA CEO role. Chairman Reynolds reminded the committee that we have 20 days to notify Korn Ferry of any changes to the CEO job requirements as they enter the marketplace on May 20<sup>th</sup>.

### **Adjournment – 2:30 PM**

Mr. John Reynolds adjourned the meeting at approximately 2:15 PM

### **Next Meeting – May 24, 2024**

Respectfully submitted,

---

Carmen Borja