



Fort Monroe Authority Board of Trustees  
CEO Search Committee

July 16, 2024, 11:00 AM – 12:00 PM

Building 75, 110 Pratt Street, Fort Monroe, VA 23651

**PUBLIC MEETING: PLEASE POST**

**Call to Order**

**11:00 AM**

- 1. Opening Comments John Reynolds, Chair
- 2. Roll Call Carmen Borja, Assistant Secretary
- 3. Notice of Chair approval of request for remote participation

John Reynolds, Chair

**ACTION ITEM:** Committee approval of request for remote participation

- 4. Minutes from June 20, 2024 Meeting John Reynolds, Chair

**ACTION ITEM:** Approve the June 20, 2024 CEO Search Committee Minutes

- 5. General Public Comment
- 6. CEO Search Update Charlie Ingersoll, Korn Ferry
  - Follow up conversation regarding KF4D
- 7. Closed Session in accordance with VA Code §2.2-3711(A)(1) Personnel Matters
  - Search Updates
- 8. Reconvene and Certification
  - Review Timeline
  - Updates from FMA

- 9. General Committee Discussion

**Adjournment**

**12:00 PM**



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

The Fort Monroe Authority (FMA) CEO Search Committee meeting was held on June 20, 2024, at The Fort Monroe Authority Bldg. 83, 20 Ingalls Rd, Fort Monroe, VA 23651.

**Call to Order**

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

Chairman John Reynolds called the meeting to order at 11:00 AM and acknowledged Secretary Merrick's request to virtually attend today's meeting.

- 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. Season Roberts  
Secretary Travis Voyles

**Members Absent:**

Ms. Caren Merrick, Secretary of Commerce and Trade  
Ms. Mary Bunting, City Manager of Hampton  
Mr. Brian Jackson

**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. Committee Approval of request for remote participation**

Chairman Reynolds informed the committee that he approved, in writing, of Secretary Merrick's request to participate remotely in today's meeting 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 Secretary Merrick at today's meeting.

**So Moved:** Ms. Season Roberts

**Seconded:** Secretary Travis Voyles

***Unanimously Approved***

#### **4. Approval of Minutes from April 30, 2024, Meeting**

**Motion:** I move to approve the minutes from April 30, 2024, meeting.

**So Moved:** Secretary Travis Voyles

**Seconded:** Ms. Season Roberts

***Unanimously Approved***

#### **5. Public Comment**

The Honorable John Reynolds, Chairman

There was public comment by a resident regarding Fort Wool and the importance of the awareness of the history of Fort Monroe the future CEO candidates should have.

#### **Old Business**

#### **6. FMA CEO Search**

Korn Ferry described to the committee the assessment tools that will be used once the finalist candidates have been selected.

Korn Ferry will resend out surveys to participants that were not able to fill them out originally.

The committee discussed the details of the interview process.

#### **Adjournment – 12:30 PM**

Mr. John Reynolds adjourned the meeting at approximately 12:30 PM

#### **Next Meeting – July 16, 2024**

Respectfully submitted,

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Carmen Borja