

**February 8, 2021**  
**PERSONNEL COMMITTEE MEETING**  
Chair Greg Ward

*This meeting was held via GoToMeeting.*

**Board Members Present:** Greg Ward, Victor Celentino, Debbie Groh, John Shaski

**Management, Staff and Employees Present:** Rob Benstein, Sophie Giviyani-Kermani, Ron O'Neil & Bonnie Wohlfert

**Members of the Public Present:**

**CALL TO ORDER & ROLL CALL**

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1. Greg Ward, Chair, called the Personnel Committee meeting of the Capital Region Airport Authority to order at 4:03 p.m. with all members present.

**PUBLIC COMMENT**

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1. None

**DISCUSSION**

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**1. Open President - CEO Position**

Victor Celentino shared his thoughts regarding the top two candidates and stressed that filling the position should be the board's number one priority. He added, if leadership was authorized to negotiate a contract at the next board meeting (February 22, 2021) we may have a President – CEO in place by March.

Debbie Groh agreed that the board needs to move forward with filling the position and questioned if the candidates are still interested. She felt the decision to pause the process should have been voted on by the board.

Greg Ward offered to contact Bill Brewer, Global Business Resource Group, to confirm the interest of the top candidates and move forward with recommendation or discussion, if the board chair desires, at the February board meeting

**2. Open CRAA Positions**

Greg Ward asked Rob Benstein to update the members on the open positions. Rob reported that the open CRAA positions are 3 Operations Officers; 2 Public Safety Officers; and the Human Resource Manager. He added that Dezmond Stover started today and Rachel Reyes' first day will be next Monday; both Operations Officers. We also have an offer out to a new Public Safety Officer. In addition, the job description for the Human Resources/Administrative Generalist was completed today and will be posted tomorrow.

Rob and Sophie explained the challenge with hiring a Public Safety Officer since the position requires both police and fire fighting duties. The members discussed where the position is being posted and if the salary is competitive.

The combined Human Resources/Administrative Generalist position was discussed; this position will be onboard prior to the upcoming union negotiations. Greg Ward thanked Sophie for putting in the extra work related to Human Resources in the interim.

**3. Board Policy Manual; General Operating Policies**

Debbie Groh explained that she has been reviewing the Board Policy manual and suggested adding procedures, reference material, and training similar to what she has received from Ingham County related to Robert's Rules. Victor and Greg agreed that it would benefit members and suggested Bonnie as Board Secretary and Rob as Interim President & CEO be involved in the process also.

**PUBLIC COMMENT**

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1. None

**PERSONNEL COMMITTEE COMMENTS**

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1. None

**ADJOURNMENT**

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1. Greg Ward moved the meeting be adjourned at 4:55 pm.

*signed*  
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Greg Ward, Chair

*signed*  
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Bonnie Wohlfert, Secretary