



# CAPITAL REGION AIRPORT AUTHORITY

John Shaski  
Chairman

Victor Celentino

Yvette Collins

Debbie Groh

Jennifer Jacob

Matthew Lantzy

Nicole Noll-Williams, C.M.  
President - CEO

## April 22, 2025 PERSONNEL COMMITTEE MEETING Chair Victor Celentino

**Board Members Present:** Victor Celentino and Yvette Collins

**Board Member Absent:** Debbie Groh

**Ex-Officio Present:** Mark Mudry

**Management, Staff and Employees Present:** Nicole Noll-Williams, Robert Benstein, Elliott Black, and Bonnie Wohlfert

### CALL TO ORDER & ROLL CALL

1. Victor Celentino, Chair, called the Personnel Committee Meeting of the Capital Region Airport Authority to order at 4:08 p.m.

### APPROVAL OF MINUTES

1. Yvette Collins moved the Committee approve the minutes of the August 1, 2024 (regular & closed session), Personnel Committee Meeting.
2. The motion passed unanimously.

### REVIEW OF UPDATES TO EMPLOYEE POLICIES AND PROCEDURES MANUAL

1. Nicole Noll-Williams and Elliott Black reviewed the changes to the Employee Policies and Procedures Manual to reflect statutory changes resulting from Michigan's Earned Sick Time Act (ESTA) and updates to the Authority's vehicle use policy.
2. The Committee discussed a few of the key points changed in the manual and confirmed that all the attachments to the resolutions provided to the committee members will be shared with the full board.
3. Yvette Collins recommends the committee/board approve the proposed revisions to the Authority's Employee Policies and Procedures Manual in order to comply with the new legislation. Victor Celentino supported the recommendation.

### OLD BUSINESS

1. None

### NEW BUSINESS

1. None

### BOARD COMMENTS

1. None

### ADJOURNMENT

1. Victor Celentino moved the meeting to be adjourned at 4:31 pm.
2. The motion carried, and the meeting was adjourned.

Victor Celentino, Chairman

Bonnie Wohlfert, Secretary