



EXECUTIVE DIRECTOR SEARCH COMMITTEE MEETING

THURSDAY, MARCH 28, 2024

10:00 AM

WILLIAM M. LEHMAN BUILDING

3790 NW 21ST STREET

MIAMI, FLORIDA 33142

AGENDA

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF PRIOR MEETING MINUTES

- **Committee Meeting of January 25, 2024**

IV. ACTION ITEM

A) Approval of Executive Director Search

- 1. Executive Search Method**
- 2. Search Timeline**

V. ANNOUNCEMENTS

- **Next Executive Director Search Committee Meeting – Selection of Final Candidates for Interviews - May 2 or May 9, 2024 at 10:00 AM**

VI. ADJOURNMENT

EXECUTIVE DIRECTOR SEARCH COMMITTEE MEMBERS

RICHARD BLANCO, JR.

RODOLFO L. PAGES

FATIMA PEREZ

GREATER MIAMI EXPRESSWAY AGENCY (GMX)
Minutes of Executive Director Search Committee
Thursday, January 25, 2024

The Greater Miami Expressway Agency held a public meeting on Thursday, January 25, 2024. The following were present:

Committee Members:

- Richard Blanco, Board Member (Secretary)
- Rodolfo Pages, Board Member (Treasurer)
- Fatima Perez, Board Member (Vice-Chair)

Staff:

- Rafael Garcia, FDOT District Counsel and Acting GMX Counsel
- Marie Schafer, Director of Budget, Finance & Accounting/CFO
- Michelle Hedges, HR Manager and ADA Coordinator
- Maria Luisa Navia Lobo, Board/Executive Secretary

CALL TO ORDER

The meeting was called to order at 10:01 a.m. by Board Member Blanco

ROLL CALL

Board Secretary Navia Lobo called the roll and announced that a quorum of the Executive Director Search Committee was present.

DISCUSSION ITEM

A) Executive Director Search

Treasurer Pages asked what process is being followed.

Ms. Schafer introduced the item and explained that the Governing Board had tasked the procurement department at previous board meeting with seeking and procuring an executive search firm. The Procurement Department began researching options to engage executive search firms with experience in the transportation industry. In the research, they connected with various government agencies, to present different service options.

The procurement department contacted several governmental agencies to find out what search firms they use. They reached out to those search firms. Three of the search firms, Krauthamer and Associates (K&A), Korn Ferry and GSK, contacted the procurement department back.

Two proposals were received., K&A indicated that their price proposal was in line with industry standards, 33% of the compensation, and compensation is paid to the agency in three installments. Korn Ferry was 33%, as well, plus a 14% administration fee. So the low bid was

GREATER MIAMI EXPRESSWAY AGENCY (GMX)
Minutes of Executive Director Search Committee
Thursday, January 25, 2024

K&A; they provided a very extensive, detailed proposal on how they would go through the search process with posting going through a national network and what their guarantee was, which would be one year should the candidate not stay. This information was provided to the governing board at the last board meeting, and the request was made because of the cost and if there were any other options. In the agenda package, staff provided a list of hiring tools, websites and industries for which this type of position would actually go through while being advertised. Also included was the cost of all of the services available.

Board Member Blanco asked the HR Manager for recommendations or comments regarding what she reviewed.

Ms. Hedges summarized her review and comparisons of proposals. She recommended the advisement of the position be advertised for 30 days.

She further stated that because there are multiple associations in which the position could be posted to satisfy the requirement of a national search, she recommended doing an internal search rather than actually outsourcing.

Ms. Hedges informed Members that the first step would be to approve the job description and advertise the position for a minimum of 30 days.

Mr. Garcia recommended that the Committee direct the HR manager on how to proceed with the search.

Treasurer Pages expressed concern about approving the executive director's job description without the Governing Board's input.

Committee members thoroughly discussed the item and recommended that the Governing Board approve the Executive Director job description at the next Board meeting.

ANNOUNCEMENTS

Next Governing Board Meeting - March 28, 2024 at 9:00 am

ADJOURNMENT

The meeting was adjourned at 10:27 am

Summary Minutes prepared by MariaLuisa Navia Lobo, Board Secretary. Minutes are in summary form. For an electronic video copy of the meeting recording, please visit www.gmx-way.com or contact boardsecretary@gmx-way.com

GREATER MIAMI EXPRESSWAY AGENCY
EXECUTIVE DIRECTOR SEARCH COMMITTEE
March 28, 2024

AGENDA ITEM REPORT

Consent Regular Public Hearing

EXECUTIVE DIRECTOR SEARCH

REQUESTED ACTION:

MOTION TO APPROVE:

1. Executive Search Method (Existing Resources – HR Manager to independently lead search process or hire Executive Search Firm)
2. Search Timeline

For information, the HR Manager will share the Board approved job description.

COMMITTEE HISTORY:

The Executive Director Search Committee met on January 25, 2024.

SUMMARY EXPLANATION AND BACKGROUND:

Pursuant to Florida Statutes 348 Part 1, and the law requires the following “In the hiring of an Executive Director of the agency, the governing body of the agency shall conduct a nationwide search in order to identify the most qualified candidate”. The Governing Board approved the Executive Director search on September 27, 2023 and approved the creation of the Executive Director Search Committee on November 17, 2023.

The Executive Search Committee discussed the job description at their Committee meeting on January 25, 2024 and requested approval of the Governing Board.

The Board will consider the job description during the 9:00 am Governing Board Meeting. The HR Manager reviewed job descriptions from the Tampa-Hillsborough County Expressway Authority and Central Florida Expressway Authority as a reference to create the GMX Executive Director’s Job Description (see attached).

FISCAL IMPACT:

External Search Firm - \$129,000
In House National Search - \$4,100

EXECUTIVE DIRECTOR SEARCH

EXHIBITS ATTACHED:

Attachment A – Potential Posting Sites

Attachment B – Executive Director Job Description

Attachment C – Executive Search Framework

EXECUTIVE DIRECTOR SEARCH

Authorized by: N/A
 Torey Alston
 Interim Executive Director

Date: _____

Motion to Approve by: _____

Motion to Approve seconded by: _____

Details of Amended Motion:

Board Action:

Approved: _____ Yes _____ No

Vote: _____ Unanimous

Roll Call:

Committee Chair, Richard Blanco Jr. ___ Yes ___ No

Committee Member Rodolfo L. Pages ___ Yes ___ No

Committee Member Fatima Perez ___ Yes ___ No



Tampa-Hillsborough County Expressway Authority (THEA)

Executive Director

ABOUT THEA:

THEA was established by the Florida Legislature in 1963 as a transportation option to bring roadway infrastructure projects online sooner using non-conventional funding. Since then, THEA has led the charge in state-of-the-art transportation options on a local and national level.

As an independent agency of the state, THEA owns, maintains, and operates four facilities within Hillsborough County: the Selmon Expressway, the Brandon Parkway, Meridian Avenue, and the Selmon Greenway. The agency is focused on driving innovation and improving mobility and safety throughout the Tampa Bay region. THEA partners with community organizations on everything from beautification to economic development to education and is committed to enhancing the community and activating urban spaces.

The Tampa Bay region is a thriving hub of culture, entertainment, outdoor recreation, sports, and more. Tampa’s downtown district is home to renowned museums, parks, a striking skyline, vibrant nightlife, and entertainment venues. Visitors and residents alike can experience what the city has to offer at festivals and celebrations in Tampa’s Citrus Hixon Waterfront Park including the Tampa Bay Margarita festival, Tampa Bay Black Heritage Month, and Gasparilla Music Festival. Fine dining and scenic riverfront views are nearby along the Tampa Riverwalk. THEA is a proud partner to the city of Tampa, Hillsborough County, and the surrounding region.

The Tampa Bay region is also home to world champion sports teams including the Tampa Bay Buccaneers, Tampa Bay Lightning and Tampa Bay Rays. The community is also home to a number of Major League Baseball teams spring training venues, as well as a number of collegiate sports programs.

As part of their commitment to the Tampa Bay Region, THEA constructed the Selmon Greenway, a 1.7-mile multi-use trail that runs east-west under the Selmon Expressway through downtown Tampa and connects with the City’s Riverwalk and the Meridian Trail. Along the Selmon Greenway, THEA has built a series of pocket parks with landscaping, benches, and artwork that enhances downtown Tampa’s esthetics, one of which is the award-winning Deputy Kotfila Memorial Dog Park.

THEA’s Board of Directors is comprised of seven members. Four members are appointed by the Governor and serve four-year terms. Serving as ex-officio members are: the Mayor of the City of Tampa, or the mayor’s designee, who is Chair of the City Council; one member of the Board of County Commissioners of Hillsborough County, selected by such Board; and, the District Seven Secretary of Transportation, FDOT.

In 2014, the state of Florida passed legislation giving THEA the ability to offer services to counties surrounding Hillsborough County, including Hardee, Manatee, Pasco, Pinellas, and Polk. Just as THEA is a strong partner in providing innovative transportation solutions within Hillsborough County, THEA is committed to doing the same with these neighboring counties. Today, THEA has the ability to impact and shape local and regional mobility like never before.

The Greater Tampa Bay region, including the counties of Hardee, Manatee, Pasco, Pinellas, and Polk is a great place to live and work. The region’s top-rated K-12 education and accredited universities make it a great place for families. The Tampa Bay region is one of the most affordable places to live for its size and offers a variety



of options for living, working, and recreation. THEA is committed to enhancing all that the region has to offer and is dedicated to providing sustainable transportation solutions to the community.

In 2006, THEA completed the Selmon Expressway's Reversible Express Lanes (REL) with all-electronic tolling. The REL was the world's first reversible, all-electronic, elevated express lane project.

As part of its innovative culture, in 2014 THEA competed against 57 other applicants for one of three Connected Vehicle Pilot project awards. In 2015, USDOT awarded THEA one of three Connected Vehicle Pilot Deployment Program projects totaling \$22 million. The Tampa Connected Vehicle Pilot equipped buses, streetcars, and privately-owned vehicles with connected vehicle technology, enabling them to communicate vital information with each other and elements of the transportation infrastructure. Drivers, transit riders, and pedestrians in the connected vehicle environment benefit from a range of safety and mobility improvements by the infrastructure providing real time safety information into their vehicle. Currently, the THEA CV Pilot is the only site operational and generating data for the USDOT. The CV Pilot allowed THEA to work with the private sector and public partners to team in making the roadway safer. In October 2019, Intelligent Transportation Systems (ITS)-World Congress placed the THEA CV Pilot project into the ITS – World Congress Hall of Fame as the North American entrant for 2019.

In April of 2021, THEA opened the Selmon West Extension, an elevated 1.9-mile toll lane providing a seamless connection and a safe transportation option for drivers traveling from Brandon to Pinellas County. Construction of the \$230 million project began in December 2017 and opened to traffic on April 19, 2021.

Over the next ten years, THEA anticipates completion of approximately \$1 billion in capital work. THEA's current six-year work program totals more than \$600 million.

All revenues collected on the Selmon Expressway stay in Tampa and Hillsborough County, where THEA reinvests those dollars back into the community. THEA utilizes toll revenues to provide the region with a transportation system that provides regional connectivity to its residents and visitors.

More details about THEA can be obtained by visiting the Agency's website at <https://www.tampa-xway.com/>.

SCOPE AND RESPONSIBILITIES

Under the direction of the THEA Board of Directors, the Executive Director leads an executive staff in operating, planning, financing, budgeting, and administering programs and projects for the Authority. The Executive Director is responsible for overseeing a complex array of projects and operations that impact mobility throughout the Tampa Bay region managing and directing an annual OM&A budget of approximately \$19 million (FY22 proposed) with annual debt service of \$38 million and a 6-year work program of \$623 million (FY22 proposed).

There are 27 authorized full-time equivalent THEA employees. Much of the Authority's work is performed through professional services contracts.

The ideal candidate will have a proven track record of success with knowledge and experience in transportation, bond financing, construction, innovative technologies and systems, experience with toll road operations and facilities or related systems, and project management. Fiscal experience to include budget development and management, and debt structure and bond financing is essential for this position.



The ideal candidate will be a visionary leader who sets a positive example of competence, professionalism, communication, energy and work ethic to the organization, community, and region. It is essential for the successful candidate to work closely with the Board of Directors, City, State, Federal, County, and regional partners, as well as the community as a collaborative and strategic partner. Effective communication along with strong collaboration and team building skills will be necessary for this individual to be successful and advanced presentation and written/oral communication skills are imperative.

It is essential for the Executive Director to work closely with the Board of Directors in carrying out initiatives and projects and setting a positive tone and vision for the staff to execute on. The successful candidate should have strong interpersonal skills and must have the capacity and capability to be an effective mentor and supportive leader for all staff.

THEA's Executive Director will have a demonstrated a background and ability to achieve the following responsibilities:

SKILLS AND KNOWLEDGE

- Carry out Board directed policies and directives, ensure public visibility in implementation of all Authority operations and responsibilities, and articulate the vision and mission of the organization.
- Develop, expand and enhance community relationships.
- Ensure the effective administration, management and operation of the organization and agency infrastructure and oversee the performance of all outside contractual services.
- Serve as the face of the Authority; make presentations; serve on panels, regarding mission, goals, objectives, and projects.
- Identify and promote strategic technological advancements that enhance the Authority, provide greater transportation options for the community that are accessible, affordable and sustainable.
- Establish, cultivate, and maintain liaison activities with legislative and executive policy makers of the City, County and State, peer agencies, community leaders, bond rating agencies and other stakeholders.
- Prepare regular budget and forecasting analysis; work closely with THEA's Director of Finance, including THEA's financial and T&R advisors, to monitor organizational financial performance against plan and apprise Board of such condition and of anticipated future funding needs.
- Formulate and implement strategies with public and private entities to provide for program planning, development, and diverse funding to strengthen the organization's revenue capacity.
- Work closely with THEA contractors and consultants and THEA's General Counsel, to resolve conflicts and issues, as necessary.
- Serve as a voting member of the Hillsborough Metropolitan Planning Organization (MPO) and the TEAMFL Board.

PERSONAL ATTRIBUTES

- Knowledge of principles of transportation program development and management, including the relationship between Federal, State, and regional and local transportation planning activities.



- Knowledge in the principles and practices of budget preparation and administration, as well as processes associated with long-term Work Program financing, working with rating agencies, the bond market and debt management principles.
- Knowledge of public agency policies, procedures, legislation, and various statutes, codes and laws affecting the implementation of projects and programs.
- Knowledge of current developments in the autonomous automated and clean transportation sectors.
- Knowledge of innovative transportation systems and technologies that will advance transportation options for the community.
- Ability to identify and plan for future technological solutions for transportation initiatives and capital programs.
- Ability to embrace, utilize and implement innovative technology programs to further advance the agency's mission of being an industry thought leader and provide excellent customer services to the region.
- Position the Authority as an industry leader and at the forefront of innovative technologies and programs.
- Ability to work under the stress of tight deadlines, balancing multiple projects, and performing duties under public and political scrutiny.
- Ability to provide effective leadership, supervision, and motivation to subordinates and evaluate their performance.
- Ability to direct preparation of complex technical reports, financial reports, budgets and correspondence.
- Ability to make sound, educated, independent decisions and use judgement and discretion in applying policies, rules, and regulations.
- Ability to effectively serve the community without compromising agency goals and priorities.
- Ability to effectively deal with elected officials and appointed board members and an aptitude to develop and maintain relationships with multiple governmental jurisdictions.
- Ability to successfully work with multiple jurisdictions and other transportation agencies at the local, regional, state and federal levels.
- Understand the importance of maintaining the political neutrality of the agency.
- Extensive experience in expressway operations, maintenance, planning, and construction.
- Demonstrated successful leadership at a senior level of an organization.
- Experience in the fields of toll agency financing and a working knowledge of revenue bond financing.
- Creative individual with vision to lead the agency.
- Excellent communication skills.
- Established relationships in the toll and transportation sector nationally and at the state level.
- Effective collaborator.
- High-energy individual with a strong work ethic.

EDUCATION AND EXPERIENCE REQUIRED:

Minimum requirements include a Bachelor's degree from an accredited college or university, and at least ten (10) years' of experience in the field of government, transportation, or a related field with verifiable evidence of progressively increased responsibility for organizational management, direction, and planning, with a minimum five (5) years' of experience in a senior management/leadership role. Five (5) years as the head of an agency, not-for-profit or company is strongly preferred. A track record of successful management and/or execution of complex, large-scale projects and experience working in a revenue authority and working with elected officials is desired.



7101 Wisconsin Avenue
Suite 1210
Bethesda, MD 20814
T 301.654.7533
kapartners.com

THEA is an equal opportunity employer and makes employment decisions on the basis of merit. THEA provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, disability, sexual orientation, veteran status or any other legally protected classification.

THEA welcomes and encourages applications from persons with disabilities and will reasonably accommodate the needs of those persons in the application and selection process. The decision on granting accommodation requests will be on a case-by-case basis.

For additional information or to submit a resume, please contact Gregg Moser at gmoser@kapartners.com.

EXHIBIT "A"
CENTRAL FLORIDA EXPRESSWAY AUTHORITY
JOB DESCRIPTION

POSITION: Executive Director

DEPARTMENT: Executive

JOB SUMMARY

The Executive Director is the chief administrative and technical officer of the Agency and reports directly to the Authority Board. The Executive Director oversees all of the activities of the Agency and shall:

1. Provide the most convenient, safest and economical expressway possible with the limited resources allocated;
2. Establish and maintain effective communications with customers, Board members, employees, consultants and coordinating agencies;
3. Complete approved plans, programs and contracts as scheduled and budgeted;
4. Maximize benefits from funds expended; and
5. Fully implement the policies, systems, standards and specifications adopted by the Authority.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Identify policy and planning issues and make recommendations for Board consideration.
2. Prepare and recommend programs and finance plans for expressway expansions and improvements.
3. Prepare and recommend programs and budgets for the operation and maintenance of existing facilities.
4. Direct and control Authority operations in accordance with approved policies, plans, programs and budgets.
5. Prepare and distribute periodic status reports comparing planned and actual accomplishments to the Board.
6. Report problems and corrective actions taken to the Board.
7. Provide public information programs to communicate expressway activities to customers.
8. Establish and maintain communication and coordination with appropriate local, state and federal agencies.
9. Provide employees with work plans, programs, budgets and contracts.
10. Provide staff with timely decisions on policy, program and budget matters.
11. Provide adequate descriptions of staff responsibilities, authorities and scope of operations.
12. Approve contracts within the limits established by the Procurement Policy.
13. Provide the facilities and equipment needed for the effective day-to-day operation of the Authority's business.

MINIMUM EDUCATION, CERTIFICATION AND EXPERIENCE REQUIREMENTS

Education: Graduation from an accredited college or university with a Bachelor's Degree is required.

Experience: 8 years of comprehensive executive management. Experience in toll operations, budgets, business, contract management, finance, economic development and transportation operations desired.

REQUIRED SPECIAL STRENGTHS

- Proven executive level manager with a strength in business and transportation
- Effective operations and project management with both direct employees and consultants
- An effective agent on behalf of the Authority with a variety of critical stakeholders including other governmental agencies, businesses, community leaders, customers and the media
- Politically astute and sensitive
- A visionary who is creative, innovative and proactive
- A strong customer focus
- Impeccable professional and personal ethics with a commitment to full transparency
- Excellent verbal and written communications skills, including public speaking
- A skillful negotiator



Attachment A Potential Posting Sites

1. **GMX Website**
2. **State of Florida**
3. **American Association of State Highway and Transportation Officials (AASHTO)**
 - AASHTO's site offers a range of resources, news and publications on transportation issues.
 - National Association
4. **Institute of Transportation Engineers (ITE)**
 - Website & Publications: ITE Journal, and other resources on transportation engineering and planning.
 - National and International - Non-Profit
5. **American Planning Association (APA)**
 - Publications: Planning magazine and other resources on urban and regional planning.
 - National Organization - Non-Profit
6. **International Bridge, Tunnel and Turnpike Association (IBTTA)**
 - Website provides resources and news for toll facility professionals.
 - International organization - Nonprofit
7. **Mass Transit Magazine**
 - While it is focused on mass transit, it offers insights that can be relevant to expressway and transportation agencies.
 - National audience - For-Profit



Attachment B – Job Description (Draft) Executive Director

About GMX:

The Greater Miami Expressway Agency (GMX) is an agency of the State of Florida that is governed by a volunteer Board of Directors. The Board consists of appointees designated by the Office of the Governor, the Board of County Commissioners, the Transportation Planning Organization, and the Florida Department of Transportation District 6 Secretary. GMX operates and manages five expressways: State Road 836 (the Dolphin Expressway), State Road 112 (the Airport Expressway), State Road 874 (Don Shula Expressway), State Road 878 (Snapper Creek Expressway), and State Road 924 (Gratigny Parkway). Predominantly funded by toll revenue, GMX is committed to enhancing transportation in Miami-Dade and Monroe Counties with a dedicated professional staff.

Position Summary:

Under the direction of the GMX Board of Directors, the Executive Director is responsible for the strategic oversight of transportation planning, financial stewardship, administration and operation of all Agency functions, development of policies and overseeing transportation project initiatives, the successful development of effective partnerships and working relationships with federal, state and local governments.

Required Education & Experience:

- Bachelor's degree from an accredited college or university in Business Administration, Public Administration, or a related field. An advanced degree is highly desirable.
- 8 years of comprehensive executive management. Experience in toll operations, budgets, business, contract management, finance, economic development and transportation operations desired.
- Minimum five years in a senior management/leadership role. Five years as the head of an agency, non-for-profit, or company is also desirable.
- Knowledge and experience in state highway systems, toll road operations and facilities or related systems and project management.
- Knowledge of transportation, land use, and regional growth management planning.
- Extensive knowledge and experience in transportation, debt structuring, bond financing, construction, and integration of innovative technologies and systems.

Essential Duties:

- Ensure successful finance of capital assets, infrastructure and capital asset improvements of the GMX System through a combination of debt financing and application of current revenue.
- Support, promote and demand the highest standards of ethics from Board Members, Committee Members, employees, and consultants.
- Foster a work environment in which all individuals are treated with respect and dignity and promotes mutual respect and equal opportunities in employment.

- Ensure all GMX employees and persons acting in furtherance of GMX interests comply with all applicable laws prohibiting discrimination and harassment.
- Ensure a fair, transparent, and competitive procurement and contracting process that promotes public trust, efficiency, and local economic growth while obtaining best value.
- Engage and encourage the public's involvement on matters affecting the residents of Miami-Dade County and GMX.
- Develop and successfully direct the implementation of goals, objectives, policies, procedures, and work standards for the Agency.
- Represent the Board and the Agency with community groups, governmental agencies, media relations, and other business and professional organizations.
- Advise the Board on matters of importance, including recommending action to address and resolve.
- Prepare and successfully administer the annual budget for the Agency.
- Ensure that the Agency complies with all contractual and legal requirements.
- Represent and interact with bond rating agencies, other credit analysts, and investors to communicate the Agency's strategic plan and financial stability.
- Effectively work with the management team to ensure the successful implementation of the Agency's strategic initiatives.
- Seek and pursue funding opportunities for the Agency through federal, state, and local sources including private partnering opportunities.
- Oversee the management of consultant contracts.
- Work with the Public Information team to organize and conduct a public information program for such matters as expressway maintenance, closures, service level changes, right-of-way acquisitions, and improvement plans and programs.
- Establish and maintain levels of communication and coordination with appropriate local, state, and federal agencies.
- Advise the consulting and contracting sectors of upcoming opportunities to ensure appropriate levels of competition on all Agency undertakings.
- Assist the Board in administrative responsibilities, including implementation of Agency employment policy and other operational policies but not limited to annual employee evaluations, hiring/termination recommendations, and employee coaching and professional development.
- Work closely with GMX contractors, consultants, and Agency General Counsel to resolve conflicts and issues.

Required Knowledge, Skills & Abilities:

- Comprehensive knowledge and understanding of the transportation industry and public policy issues.
- Thorough knowledge of current and emerging trends in transportation technologies, techniques, issues, and approaches.
- Knowledge of public agency policies, procedures, legislation, statutes, codes and laws affecting implementation projects and programs.
- Strong knowledge of financial and business analysis techniques.
- Excellent interpersonal and communication skills.
- Ability to work effectively with a wide range of constituencies and elected officials in a diverse community.
- Solid strategic management skills.
- Strong employee development and management skills including the ability to manage complex matters with discretion.
- Ability to communicate effectively in a variety of settings and assimilate complex instructions.
- Ability to utilize data in order to make sound business decisions.
- Ability to demonstrate and understand the importance of maintaining the political neutrality of the Agency.
- Strong interpersonal skills, with the capacity to be an effective mentor and a supportive leader, ensuring the success and growth of all employees.



Attachment C – Executive Search Framework

REQUESTED ACTION:

1. Executive Search Method - HR Manager to independently lead search process or hire Executive Search Firm
2. Request approval of Timeline

SUMMARY EXPLANATION AND BACKGROUND:

Pursuant to Florida Statutes 348 Part 1, and the law requires the following “In the hiring of an Executive Director of the agency, the governing body of the agency shall conduct a nationwide search in order to identify the most qualified candidate”. The Governing Board approved the Executive Director search on September 27, 2023 and approved the creation of the Executive Director Search Committee on November 17, 2023.

The Executive Search Committee discussed the job description at their Committee meeting of January 25, 2024 and requested approval of the Governing Board.

The Board will consider the job description during the 9:00 am Governing Board Meeting. The HR Manager reviewed job descriptions from the Tampa-Hillsborough County Expressway Authority and Central Florida Expressway Authority as a reference to create the GMX Executive Director’s Job Description (see attached).

Discussion ITEM A. *Requesting Approval for Krauthamer & Associates to lead the Executive Search for GMX*

The Procurement Department researched options to engage executive search firms with experience in the transportation industry. In the research, they connected with various government agencies, to present different options for the services.

Procurement requested proposals from 3 firms and received the following:

1. **Krauthamer and Associates (K&A)** submitted a price proposal of 33-1/3% of first year total annual expected compensation including any bonuses (sign-on and year-end).
 - a. Payment Schedule:
 - i. One-third (1/3rd) of the established recruitment fee would be due at the initiation of the recruitment,
 - ii. One-third (1/3rd) after 60 days, and
 - iii. One-third (1/3rd) after the selected candidate signs an employment letter/contract. Any and all adjustments will be billed at that time.

2. **Korn Ferry** submitted a price proposal of 33% of first year total annual expected compensation including any bonuses (sign-on and year-end) plus 14% administrative fees.
 - a. Payment Schedule:
 - i. 1/3 of the Total Fee at the time of “kick-off”.
 - ii. 1/3 of Total Fee at the 30-day point
 - iii. Final 1/3 of Total Fee invoice is issued 60 days from kick-off.
3. Requested an additional proposal from Reedy Creek Central Tourism Board who used **Strategic Government Solutions** who was immediately engaged by the Board of Supervisors. They did not submit a price proposal, but referred us to K&A

Discussion ITEM B. *Requesting Approval for HR Manager to independently lead search process*

The GMX Human Resource Department researched National Executive Search Posting Sites. The estimated cost per advertisement varies from \$250 to \$545.

Attachment A- Potential Posting Sites

Discussion ITEM C. Requesting Approval of Executive Search Method (In-House or External Search Firm), Executive Search Timeline

Search Timeline:

- GMX Board to review and approve Job Description today
- Human Resources Manager or Executive Search Firm to post Executive Director opening for 14 calendar days
- Human Resources Manager or Executive Search Firm to review resumes and provide all qualified candidates to the Search Committee
- Executive Search Committee select top 3 - 5 resumes: Special Board Meeting
- GMX Board to interview top 3 candidates and approve contract: Special Board Meeting

RECOMMENDATION:

Attachment A – Potential Posting Sites

Attachment B – Executive Director Job Description

Attachment C – Executive Search Framework