

**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

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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