

**MONTGOMERY COUNTY CONVENTION FACILITIES AUTHORITY  
BOARD OF DIRECTORS**

Regular Meeting  
July 2, 2020  
3:00 PM

via Telephonic/Electronic Means

**BOARD OF DIRECTORS**

**PRESENT:** Walter Reynolds, Chair, David Abney, Greg Brush, Elizabeth Connor, Belinda Kenley, LaShea Lofton, Jacquelyn Powell, Mike Stevens, Jeff Gore, and Tom Whelley

**EXCUSED:** Kevin Weckesser

**GUESTS:** Vicki Giambrone, Sophie Anderson, and Kevin DeWine, CBD Advisors, Shannon Martin and John Caleb Bell, Bricker and Eckler, Joseph Parlette, City of Dayton

**I. Roll Call**

Mr. Reynolds called the meeting to order at 3:04 p.m. and Ms. Giambrone called the roll.

**II. Approval of minutes of the June 4, 2020 Regular Meeting**

**June 4, 2020 Organizational Meeting**

Mr. Reynolds asked members of the board if they had any edits to the minutes. No edits were voiced.

**MOTION:** It was then moved by Mr. Gore and seconded by Mr. Brush and unanimously approved via roll call “to approve the June 4, 2020, minutes as presented.”

**III. Reports and Communications from Officers of the Board**

**A. Update on Funding Process**

Mr. Reynolds stated that he and Ms. Martin were working with Montgomery County to provide the CFA support in the amount of \$600,000 once the board has the infrastructure in place to receive those funds. Ms. Martin stated she drafted an agreement with the County to document the agreement of the CFA to accept a lump-sum payment of the County’s contribution. She noted that Chairman Reynolds reviewed the draft agreement and the draft agreement has been sent to the County for further review.

Mr. Stevens asked if it is better for the function of the CFA to be funded up front vs. over the course of three years. Mr. Reynolds stated the up-front funding gives the MCCFA Board more flexibility.

**B. Report of Subcommittee Regarding Executive Director Position and Search**

Mr. Reynolds stated the subcommittee report is provided in the packet along with the job description of the Executive Director position.

Mr. Whelley asked if the subcommittee discussed this person having some familiarity with how the industry sees the future of conventions with the pandemic. Mr. Reynolds stated they did not discuss this, but it is something they will ask about in interviews. He asked if they should include something in the job description to solicit information regarding this.

Ms. Powell stated the group did discuss that the successful candidate would need to have experience in convention centers facilities. She said the future of convention centers are still up in the air even for those in the industry.

Mr. Whelley asked if they are budgeting for a search consultant?

Mr. Reynolds stated they are not. Ms. Giambrone stated that at the request of the Subcommittee, she reached out to the City's HR Director and they recommended retaining a HR consultant to handle some of the screening. She stated she has identified two firms in the region capable to do the search work as well as one firm who could provide the benefits package.

Mr. Reynolds stated a HR consultant or firm frequently seek to collect a percent of the first-year salary of the Executive Director which is something he is concerned about. Ms. Giambrone states most firms and consultants who work with public entities are often fee-based and these are not search firms.

Mr. Brush stated the job description was thorough and well done. He thinks the board should look into a firm that is able to set up HR practices for the board.

Mr. Reynolds asked if the board wants to move forward with approving the job description since they would like to have an Executive Director on board by September?

Ms. Lofton stated regarding sequencing she thinks they need to get the fiscal officer on board, accounting set up, and books in order so there are resources to make a job offer legitimate. She suggested they remove the nomenclature in the job description regarding the City of Dayton. She believes it unwise to make it appear the job is affiliated with the City of Dayton. An HR consultant could help them narrow down the job posting so it is more representative of the position. She stated they should have the benefits package ironed out before they make an offer.

Mr. Abney thinks the HR consultant is a good idea, however search firms tend to be expensive so they should be careful in considering that.

Mr. Gore asked if they need to put hiring a HR firm out to public bid. Ms. Martin stated when it comes to hiring a consultant they do not need to competitively bid publicly.

Ms. Giambrone asked if there is no concern with the content of the job description and it meets with approval of the board, if they can move on the process so as to remain on track for September hiring. She stated there are 2 HR firms in the area willing to take on this work. There is also just one benefits manager who is willing to take on just one employee. The firms also felt that with the support of the posting by the City and Ms. Powell's

assistance in identifying industry posting opportunities, a search firm is not needed initially. She added that if, the Board does not find any ideal candidates, then a firm might be of assistance.

Ms. Lofton raised several questions regarding the content of the job description and pointed out that certain references to the City of Dayton should be removed to clarify that this is not a position of the City. She also asked whether the description should require certain industry certifications and backgrounds in marketing and management. Ms. Giambrone stated the draft job description was based on other CFA Executive Director position postings. Ms. Powell clarified that the subcommittee's thought process with this description is that the skill set should be focused on management of the facilities and that this individual, with board approval, would hire a management company to operate the conventions/events and handle the managerial, marketing, and pricing tasks.

Ms. Lofton asked if they were hiring an employee or an independent consultant? Mr. Reynolds stated the Subcommittee is recommending the Executive Director be an employee of the organization.

Ms. Connor acknowledged the work of the Subcommittee and in drafting the job description and stated that she feels comfortable moving forward with this draft for purposes of continuing the process of identifying benefits and pursuing the job search. When it comes to defining the benefits, she asked if this position/person would fall under the County benefits. Ms. Giambrone responded that the expectation of both the City and the County is that the MCCFA will have its own back office functions and benefits.

Mr. Reynolds stated if the Board was interested, the job description could be approved with the changes noted.

**MOTION:** It was then moved by Mr. Whelley and seconded by Mr. Brush and unanimously approved by a roll call "to approve the draft job description with the removal of any verbiage regarding the City of Dayton."

**C. Report of Subcommittee Regarding Hiring of Interim Fiscal Officer**

Mr. Whelley stated after checking the references of Mr. Fraunfelter and interviewing him, the Subcommittee concluded he is a stellar candidate. They recommend that the board retain Mr. Fraunfelter as the interim fiscal officer.

Mr. Stevens concurred.

Mr. Whelley stated they discussed length of contract, so they are voting on moving forward with negotiations on a 12-month contract.

Ms. Giambrone stated the Subcommittee also discussed that the proposed rate of \$100 per hour and determined that this was cost-effective. Therefore, as indicated in the report of the Subcommittee included in the Board package, the Subcommittee's recommendation is that the board enter into a 12-month contract with Mr. Fraunfelter at a fee not exceed \$10,000 annually without board approval. Ms. Martin stated the resolution to authorize the engagement of the fiscal officer has been written and is included in the board package,

consistent with these parameters.

Ms. Lofton stated that the \$100 per hour rate was the rate proposed to Mr. Fraunfelter and it was a very fair rate.

#### **IV. Consideration of Resolutions**

**MOTION:** It was motioned by Mr. Whelley and seconded by Mr. Brush and unanimously approved via roll call "To adopt Resolution 2020-10- Authorizing the Engagement of Interim Fiscal Officer."

#### **V. Other Business**

Mr. Reynolds asked if there is anything else for the good of the order.

Mr. Whelley asked who will work with the fiscal office to get him on board.

Mr. Reynolds stated he and Ms. Martin, will work with Mr. Fraunfelter to finalize an agreement on the parameter set out in Resolution 2020-10.

Mr. Brush asked if the board wants to submit a formal request to begin work on finding an HR consultant? Mr. Reynolds stated they should consider this process now.

Ms. Giambrone stated the firms with interest are in West Chester and Dayton. They have limited options for health benefits due to the fact it is just one covered life.

Mr. Reynolds stated all board members will likely want to see detailed information on these 2 firms. He recommended the Subcommittee that reviewed the Job Description do this work and Ms. Connor, Ms. Powell, Mr. Abney and Mr. Reynolds all agreed.

Mr. Reynolds stated anyone else is welcome to join.

Mr. Whelley asked if they were opposed to using an HR firm outside of the Miami Valley but still in Ohio considering they are doing everything remote. Ms. Kenley stated she would agree with that recommendation. Mr. Abney stated he is a proponent of using local help if they are able. He said they should only reach out further if a qualified local firm could not be identified.

Mr. Reynolds stated they could look outside the scope of local firms and only consider further located firms if they present significantly better options than the local ones.

Mr. Abney stated he is alright with that.

Mr. Reynolds stated Ms. Giambrone will begin a search across the state of Ohio to find more candidates and the subcommittee will review them.

#### **VI. Next Meeting Date**

Mr. Reynolds reminded the board the next regularly scheduled meeting is set for August 6, 2020, at 3:00 PM and will be conducted via telephonic/electronic means.

**VII. Adjournment**

The meeting adjourned at 3:59 PM.

CERTIFICATE

The undersigned Secretary of the Board of Directors of the Montgomery County Convention Facilities Authority hereby certifies that the foregoing is a true copy of the minutes of the July 2, 2020, meeting of the Board of Directors of said Convention Facilities Authority, as approved by the Board on August 6, 2020.

*Elizabeth Connon*

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Secretary, Board of Directors  
Montgomery County Convention Facilities  
Authority