

MOTIONS PASSED AT THE COMBINED BOARD MEETING, TUESDAY FEB 10, 2026

Action Item A

Mr. Dibenedictis Moved; Seconded by Mr. Johns to approve

Action Item B

Mr. Jarman Moved; Seconded by Mr. Register to approve

Action Item B 1

Mr. Johns Moved; Seconded by Mr. Jarman to approve

Action Item B 2

Mr. Jarman Moved; Seconded by Mr. Dibenedictis to approve

Action Item B 3

Mr. Register Moved; Seconded by Mr. Johns to approve

Action Item B 4

Mr. Johns Moved; Seconded by Mr. Register to approve

Action Item B 5

Mr. Jarman Moved; Seconded by Mr. Dibenedictis to approve

Action Item B 6

Mr. Dibenedictis Moved; Seconded by Mr. Johns to approve

Action Item B 7

Mr. Dibenedictis Moved; Seconded by Mr. Johns to approve

Action Item B 8

Mr. Register Moved; Seconded by Mr. Jarman to approve

Action Item C

Mr. Jarman Moved; Seconded by Mr. Branks to approve

COMBINED BOARD MEETING
Bay County Tourist Development Council
Panama City Beach Convention & Visitors Bureau, Inc.
Panama City Beach

Tuesday, February 10, 2026
City Hall

9:00 A.M.

Council Room, PCB

I. CALL MEETING TO ORDER

Chairman Pease called the meeting to order at 9:00 A.M.

II. ROLL CALL

Board Members:

Mike Jarman

Jason Branks

Andy Phillips

Jeff DiBenedictis(Treasurer)

Clair Pease (Chairman)

Ethan Register

Reggie Johns (Vice-Chair)

Seven Members Present at the time of Roll Call.

Two Open Seats (formally Mr. Walsingham, Mr. Patronis)

A. Invocation

Mr. Jarman

B. Pledge of Allegiance

Ms. Pease

III. REQUESTS TO ADDRESS THE BOARD ON AGENDA ITEMS (3 Minutes)

Members of the public addressed the Board.

IV. ACTION ITEMS

A. Approve 10 additional rooms at the La Quinta by Wyndham PCB for housing Juvenile Justice officers (TDC/CVB)

Mr.Dibenedictis Moved; Seconded by Mr. Johns to approve

Motion passed unanimously.

B. Panama City Beach TDC/CVB CEO/President Selection Process (TDC/CVB)

Ms. Pease stated: The next action item is the Panama City Beach TDC/CVB CEO/President selection process. The purpose is to outline the step-by-step hiring process for the new CVB/TDC CEO/President. It's based on best practices and to ensure the process complies with the Florida law. The plan ensures that a transparent efficient search and highlights specific points for board direction or approval is required. Starting with the job posting and the advertisement. Hopefully this can start immediately so we want to finalize the job description, the salary range and the posting of the job. We need the board's direction to list the position on any of the job posting outlets that you would like to use other than the ones that are brought up here, including the Bay County and Visit Panama City Beach Facebook page, and websites such as Destinations International, Florida Association of Destinations,

Marketing Associations, Southeast Tourism Society, Florida Association of Counties, National Association of Counties, International City -County Management Association and LinkedIn

The board discussed other options such as using an outside hiring agency. Ms. Pease stated that the recruiting firms are going to use these exact same sites and it would be expensive to hire them.

The board also discussed using an outside recruiting agency if no qualified candidates are found by using our own means, as well as extending the search to include the hospitality industry. Ms. Pease stated that the advertising duration will be two weeks to attract a broad qualified candidate pool. The two week minimum posting period is standard to give candidates ample time to apply.

Ms. Pease stated that a vote is needed on each item on the DMW lawgroup memo.

ACTION ITEM B Mr. Jarman made the Motion to approve that the job postings be cast a little wider in the hospitality industry and executive leadership and maintain the two week notice period at this time and be able to readdress it at the end of the two week notice period. Mr. Register Seconded.

Mr. Jarman Moved; Seconded by Mr. Register to approve
Motion passed unanimously.

Ms. Pease stated: The next item is formation of the evaluation committee. We'd also like to get this started today. The board could appoint three board members for the evaluation committee.

ACTION ITEM B-1 Mr. Johns made a motion for the committee to include himself, Mr. Dibenedictis, and Mr. Register. Mr. Jarman Seconded the motion.

Mr. Johns Moved; Seconded by Mr. Jarman to approve
Motion passed unanimously.

The board then discussed the process of the committee interviewing each candidate. It could be done with the committee together in a public forum, or individually in a private forum.

ACTION ITEM B-2 Mr. Jarman made a motion to approve the interview evaluation process. The evaluation committee interviews all candidates individually, ranks those candidates, and then brings the top three for the public interview in front of the board. Seconded by Mr. Dibenedictis.

Mr. Jarman Moved; Seconded by Mr. Dibenedictis to approve
Motion passed unanimously.

Ms. Pease discussed the application period that would take place February 10th through February the 27th. The CVB will collect the incoming applications by the deadline. The County HR department will do the initial vetting by eliminating applicants that don't meet the minimum standards based on the job description. County HR will then do reference checks. The remaining applicants will then be moved to the evaluation committee.

ACTION ITEM B-3 Mr. Register made a motion to have the county HR narrow it down, who's qualified, who's not, based off the qualifications that we set. And then do the reference checks. Mr. Johns Seconded the motion.

Mr. Register Moved; Seconded by Mr. Johns to approve
Motion passed unanimously.

Ms. Pease continued: The next is a candidate review by evaluation committee from March 2nd through the 13th. The individual application after HR has vetted the applications for minimum qualifications, the evaluation committee

members will receive qualified applicants and material for review. Each committee member will independently review the resumes and supporting documents to identify candidates of interest. The committee interviews, as we have discussed it before, individual versus collective. After reviewing the applications, they will proceed to the candidate interviews. Each member would privately perform either their own evaluation and the committee would later convene in a public meeting to discuss and decide on the rankings.

ACTION ITEM B-4 Mr. Johns clarified the motion: We will have the committee interview individually. Once we tabulate our findings, then we'll hand that over to the board attorney and he will tabulate the top candidates and then hand those back to the evaluation committee. That's the process of narrowing it down to top three, correct?
Yes

Mr. Johns Moved; Seconded by Mr. Register to approve
Motion passed unanimously.

Ms. Pease stated: The short list and recommendations to the board would be March 9th through the 13th. Next, board interviews with the finalists from March the 16th through the 20th. The one-on-one board interviews for each finalist can be done during that period and then the full panel board interview as an alternate to the one-on-ones could also be conducted.

The board also discussed interviewing the top three candidates. They asked Mr. Davis if the board members could interview each candidate individually before bringing them before the board publicly. He replied: Yes. And in my experience, we've done both before where you interview privately and then you have a board interview after those individual interviews, it's up to you guys. As long as there's not two of you talking to the candidate at the same time, it's okay. But if you could do one-on-one interviews, that's fine. And then you can have a full board interview before your final selection. The board also stated that one-on-one interviews are at the discretion of the board members. If somebody doesn't want to have one, they don't have to.

The board discussed that the Director of Administration will arrange individual interviews for any board members who would like one with the candidates. In person, online, or teleconference.

ACTION ITEM B-5 Mr. Jarman made the motion to set the timing for the top three individual interviews to occur between March 16th and March 20th, allowing board members to have individual interviews before the notice meeting. Mr. Dibenedictis seconded the motion.

Mr. Jarman Moved; Seconded by Mr. Dibenedictis to approve
Motion passed unanimously.

Ms. Pease continued regarding the schedule: Board deliberation and selection will take place on March 24th. The board will reconvene in a special called board meeting to discuss candidates and make a final selection. The authorization for negotiation is part of a selection vote. The board should authorize a person or small team to enter into contract negotiations with the chosen candidate. The negotiations offer and the negotiations would happen March 25th through the 31st. To summarize, we would have the special board meeting on March 24th and then the contract negotiations and the offer would follow from March 25th through the 31st.

ACTION ITEM B-6 Mr. Dibenedictis made the motion for the special board meeting for March 24th, and negotiations would happen between March 25th – March 31st, 2026.

Mr. Dibenedictis Moved; Seconded by Mr. Johns to approve
Motion passed unanimously.

Ms. Pease discussed the offer to the final candidate stating: The offer, the negotiation and the hire, would take place as we said earlier, March 31st. You would have your number two candidate in case your top candidate for whatever reason, cites they're not interested or denied, so we would be able to continue to move on with the process. It should be clear that the offer is contingent on the board's approval of the final contract. We can negotiate, get the offer out there, and it is still going to require board approval of the contract. The attorney will be responsible for bringing the final contract to the board on March 31, 2026 at a special called meeting for approval. Also, the board pointed out that the final contract must go before the Bay County Board of Commissioners for approval as well. Their meeting is April 7, 2026. Onboarding of the selected applicant will be as close to that as possible.

ACTION ITEM B-7 Mr. Dibenedictis made the motion to approve post negotiations contract approval meeting on March 31, 2026. Seconded by Mr. Johns.

**Mr. Dibenedictis Moved; Seconded by Mr. Johns to approve
Motion passed unanimously.**

The board then discussed the salary range, benefits and vacation time accruals. It was decided to continue with the current Insurance and benefit package, keeping the annual carry over of vacation time at 240 hours.

ACTION ITEM B-8 Mr. Register made the motion for the salary range to be \$180-\$225k, current benefits the same, and cap annual vacation rollover hours at 240 to match the employee handbook.

**Mr. Register Moved; Seconded by Mr. Jarman to approve
Motion passed unanimously.**

C. Panama City Beach TDC/CVB CEO/President Job Description (TDC/CVB)

Ms. Pease discussed the job description and asked the board if there is anything in here you would like to add or delete. No changes were made.

**Mr. Jarman Moved; Seconded by Mr. Branks to approve
Motion passed unanimously.**

V. PRESENTATIONS

- A. Marketing Update
- B. Special Events Update
- C. Sales Department Update
- D. Sports Marketing Update
- E. Coastal Resources Update

Each department presented an update to the board.

VI. TREASURERS REPORT

Mr. Dibenedictis stated: I just want to give a brief update from the treasurer's perspective. Last January we passed a resolution to turn over the financial management, the accounting, and the custodian of the funds from the CVB to the clerk report. Mr. Davis and myself, Mr. Kinsaul and his staff, had a meeting last week to discuss the transition and moving forward, I think we had a very productive meeting, and we outlined a roadmap on how we proceed moving forward with the treasurer's function. We did recognize that we need to redefine the treasurer's responsibilities because the treasurer is custodian of all the funds and I have no access to the funds nor do I want access to the funds. We're working on a proposal to present to the board in March to redefine the treasurer's

responsibilities. I'm also in discussion with the clerk's office as they wanted to get a couple of months under their belts on financial accounting and reporting. Starting in April, we will begin presenting monthly financial reports to the board and to be as transparent as we possibly can with the board public.

VII. CHAIRMAN'S REPORT

Ms. Pease stated: I just have one quick thing I want to address a specific comment posted online underneath my name, "a few bullets will clean house". I consider that a death threat and very violent and it's not acceptable. Let me be crystal clear, I'm not scared, not backing down. The people who talk like that are cowards, hiding behind the screen. Intimidation will not stop me from doing what the public expects and that is help getting the TDC and the CVB squared away, restoring the accountability, and hiring the new CEO and President. We're going to clean this up the right way through facts, the law, and through leadership.

VIII. AUDIENCE PARTICIPATION (3 Minutes)

Members of the public addressed the Board.

IX. ADJOURNMENT

Respectfully submitted,
Sharon Cook, Recording Secretary