



BYLAWS/PERSONNEL COMMITTEE MEETING MINUTES

December 6, 2016
(Via Teleconference)

ELC Main Office
10 SE Central Parkway, Suite 200, Stuart

Present: Tom Peer (via teleconference) Cathleen Blair (via teleconference)
Michelle Akins (via teleconference) Susan Curtis (via teleconference)
Sandy Akre (via teleconference)
Julie Bixler (via teleconference)

Excused: Brandon Tucker

Staff: Jacki Jackson Loretta Toth
Migdalia Rosado

I. CALL TO ORDER

The meeting was called to order by Chair, Tom Peer at 8:35 a.m. Roll call was taken and a quorum was present.

II. ANNOUNCEMENTS AND ADDITIONS /DELETIONS TO AGENDA - None

III. ADOPTION OF AGENDA

Motion was made by Cathleen Blair and seconded by Michelle Akins to adopt the agenda. Motion carried unanimously.

IV. CONSENT AGENDA – September 6, 2016 Minutes

Motion was made by Cathleen Blair and seconded by Michelle Akins to approve the consent agenda item as presented. Motion carried unanimously.

V. NEW BUSINESS

A. Action Item 2016-17.03 – Board Recruitment & Orientation

Mr. Peer recommended no discussion at this time based on the recent resignation of the CEO. Currently the Executive Committee has the authority to delegate the responsibility of conducting board orientations to the CEO.

Sandy Akre joined the call at 8:40 a.m.

Mr. Peer provided an update for the benefit of Ms. Akre.

Ms. Akre left the call at 8:42 a.m.

B. Review CEO Job Description and Salary Range Consideration – Mr. Peer noted that the Executive Committee voted on December 1, 2016 to have discussions with St. Lucie County ELC about the possibility of merging with them, and will be presented to the board at today’s special board meeting. The search for a CEO has been placed on hold. However, in order to be one step ahead and in the event a CEO search is needed, Mr. Peer requested this item be placed on the agenda for today’s Bylaws/Personnel Committee to review.

Jacki Jackson arrived at 8:43 a.m.

The members reviewed and made recommendations for changes to the current job description which has been in place since 2006.

Ms. Blair felt 15 years of management/leadership experience is quite extensive and may be difficult to find.

Motion was made by Cathleen Blair to remove “15 years” from the paragraph titled “Experience”. Motion was seconded by Susan Curtis and approved unanimously.

Ms. Blair commented on the importance of the CEO understanding it is a three-county coalition and being knowledgeable about what is happening in each county.

Motion was made by Cathleen Blair to add “of the Coalition’s three county service area” at the end of the 2nd bulleted item under Duties and Responsibilities continued, on page 6. Motion was seconded by Susan Curtis and passed unanimously.

Mr. Peer requested that the title “Executive Director” be replaced with “CEO” throughout the document.

Ms. Rosado questioned if “12-Month Position” could be removed and the status would read as “Exempt”. After further discussion, it was recommended to change the status to read “Contracted Position”.

Ms. Rosado questioned whether the Committee was prepared to discuss a salary range as noted on the agenda. Mr. Peer requested Ms. Rosado research comparable minimum and maximum wages for this position for a multi-county coalition.

Follow-up/Action:

- 1) Job description to be revised as approved – Migdalia Rosado
- 2) Salary range comparison – Migdalia Rosado

VI. OLD BUSINESS - None

VII. BOARD MEMBER COMMENTS - None

VIII. PUBLIC COMMENTS - None

IX. ADJOURNMENT

There being no further business, the meeting adjourned at 9:03 a.m.

Respectfully submitted,

Approved 3/7/17

Tom Peer, Chair
TP/lt