



EXECUTIVE COMMITTEE MEETING MINUTES

April 3, 2018

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

Present: Brandon Tucker (via teleconference) Donna Rivett
Barbara Clowdus (via teleconference) Ann Rodriguez (via teleconference)
Miranda Hawker (via teleconference) Natalie Sanders (via teleconference)
Will Laughlin Julie Zobec (via teleconference)

Excused: Michelle Akins

Staff: Migdalia Rosado Loretta Toth

I. CALL TO ORDER

The meeting was called to order by Chair, Brandon Tucker at 1:00 p.m. Roll call was taken and a quorum was present.

II. ANNOUNCEMENTS AND ADDITIONS/DELETIONS TO AGENDA - None

III. ADOPTION OF AGENDA

Motion to adopt the agenda was made by Will Laughlin, seconded by Natalie Sanders and passed unanimously.

IV. CONSENT AGENDA

A. Minutes – November 7, 2017

Motion to approve the consent agenda was made by Donna Rivett, seconded by Ann Rodriguez and passed unanimously.

V. NEW BUSINESS

A. CEO Search

Barbara Clowdus joined via teleconference at 1:04 p.m.

- 1. Interview Questions** – Sample questions were included in the packet. The Committee was in agreement with the questions listed. Ms. Hawker suggested adding questions relating to conflict resolution, bridging the gaps by collaboratives and coalition building by bringing in additional partners. For consistency, the same questions will be asked of each candidate. Additional questions may be asked by the Committee based on the responses received.

Ms. Zobec explained the process and timeline. The Bylaws/Personnel Committee prepared the advertisement which was posted on Monday, with a deadline of May 14th. As resumes are received, Ms. Toth will record the respective criteria on a matrix to assist in pre-screening the applicants. Each Wednesday, all resumes received for that week will be emailed to the Bylaws/Personnel Committee along with the pre-screening matrix. The Bylaws/Personnel Committee will short-list the applicants (5 to 7 applicants) at their meeting on May 30th. All members were in agreement that short-listed candidates will be asked to submit verification of their degree (i.e., diploma/transcript). The Executive Committee will review the short-list at their June 5th meeting and select candidates to be interviewed. The

Executive Committee will conduct the interviews which are tentatively scheduled for June 12th and 13th, at which time a selection will be made and recommended to the Board at the June 28th board meeting. Once the approval has been made, the board can move forward with the employment agreement, with an anticipated start date in July.

Ms. Zobec questioned whether the Bylaws/Personnel Committee may be invited to the interviews as done in the past. The Executive Committee recommended the Bylaws/Personnel Committee be invited to sit in and listen to the interviews, allowing the Executive Committee to ask the questions and have the Bylaws/Personnel members involved in a collaborative discussion afterward.

2/3. Rating Matrix & Interview Rating Sheet– The members discussed the use of the sample rating matrix and interview rating sheet, questioning whether they should be used concurrently and how the scoring of each will be blended together. Ms. Zobec suggested the rating matrix could be used by the Bylaws/Personnel Committee as a guide to develop the short-list. The Bylaws/Personnel Committee will review the matrix at their April meeting. It was suggested the interview rating sheet be revised to further define the rating system.

- VI. CHAIRMAN'S COMMENTS** – Chairman Tucker announced he will be relinquishing his position on the ELCIRMO Board as soon as the Governor makes a new appointment. He will be assuming the position as Chair of the South Florida Water Management District. He requested that any interested candidates for Board Chair inform Ms. Rosado, who will in turn notify Mr. Tucker, and he will supply the necessary contact information with the Governor's office. He commented it has been a privilege and honor to work with everyone.

The Touch-a-Truck event will be held Saturday, April 7th. Mr. Laughlin will be assisting in the areas previously covered by Mr. Tucker, as he will be unavailable.

- VII. BOARD MEMBER COMMENTS** – None.

- VIII. PUBLIC COMMENTS** - None

- X. ADJOURNMENT**

There being no further business, the meeting was adjourned at 1:50 p.m. on a motion by Donna Rivett.

Respectfully submitted,

Approved 5/1/18

Brandon Tucker, Chair
BT:lt