



EXECUTIVE COMMITTEE MEETING MINUTES

November 6, 2018

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

Present: Brandon Tucker (phone) Donna Rivett (phone)
Michelle Akins Natalie Sanders (phone)
Barbara Clowdus

Excused: Miranda Hawker Julie Zobec
Ann Rodriguez

Staff: Marsha Powers Loretta Toth
Pat Houston

Others: Glen Torcivia, Attorney

I. CALL TO ORDER

At the request of Chairman, Brandon Tucker, the meeting began at 1:03 p.m. for information purposes until a quorum could be attained.

II. ANNOUNCEMENTS AND ADDITIONS/DELETIONS TO AGENDA – Attorney Glen Torcivia will be attending today’s meeting to discuss terminations and answer any questions.

III. ADOPTION OF AGENDA – No formal action was taken.

Ms. Powers began discussions regarding Item VI.A. Class I Violations – Terminations. She informed the committee there may be a potential provider termination.

Natalie Sanders joined the call at 1:11 p.m. and a quorum was now present.

Mr. Tucker called the meeting to order at 1:11 p.m. Roll call was taken to confirm the quorum.

Ms. Powers explained the due process and the review hearing. In the event of termination, Ms. Clowdus suggested that all providers be notified. Attorney Torcivia will explain in more detail upon his arrival.

IV. CONSENT AGENDA

A. Minutes – June 5, 2018

B. Minutes – October 2, 2018

C. Board Orientation Minutes – October 2, 2018 (*hosted by the Executive Committee*)

Motion to approve the consent agenda was made by Michelle Akins, seconded by Barbara Clowdus and passed unanimously.

V. OLD BUSINESS

A. **Establish CEO’s Performance Goals** – Ms. Powers reported that she met with the Bylaws/Personnel Committee. Her goals are included in the packet. Mr. Reilly had suggested that Items 5 and 6 be deleted as they are part of the Program Development and Service Delivery section of the evaluation form, Items 1.2 and 1.3.

Attorney Glen Torcivia arrived at 1:20 p.m.

Ms. Clowdus suggested adding “develop a communications plan” that includes raising the visibility of the organization. Ms. Powers indicated she would like to hire an individual with expertise in community engagement, who could prepare press releases and coordinate events. However, it would be best to wait until after legislative session.

Ms. Clowdus also suggested reviewing the emergency contact plan as she feels it is inadequate. Ms. Powers agreed that it requires updating, and this could be included in the communication plan.

The CEO’s goals will be presented at the November board meeting.

B. Action Item 2018-19.02 – Appointment of Vice-Chair

Chairman Tucker recommended the appointment of Richard Reilly as Vice-Chair, if he chooses to accept. The appointment will be presented to the full board at the November meeting.

VI. NEW BUSINESS

A. Class I Violations - Terminations

Attorney Torcivia explained the process regarding provider terminations in more detail as well as the right of the provider to request a hearing before a review committee.

VII. CHAIRMAN’S COMMENTS – None

VIII. BOARD MEMBER COMMENTS – None

IX. PUBLIC COMMENTS - None

X. ADJOURNMENT

There being no further business, the meeting was adjourned at 1:38 p.m.

Respectfully submitted,

Approved 12/4/18

Brandon Tucker, Chair
BT:lt