

**Florida Health Insurance Advisory Board
Executive Director Selection Committee Meeting Minutes
Thursday, July 1, 2021, 2:00 PM
Via Teleconference
Tallahassee, FL**

Committee Members Present:

Seth Phelps, Chair

Louisa McQueeney

Ken Stevenson

Others Present:

- Anoush Brangaccio, General Counsel, Office of Insurance Regulation (OIR)

I. Call to Order

Chair Seth Phelps called the meeting to order at 2:00 PM indicating that the meeting was properly noticed to the public in accordance with Florida Law.

II. Roll Call

Seth Phelps conducted a roll call, noting that all Committee members were present.

III. Antitrust Statement

Anoush Brangaccio was recognized and reviewed the antitrust statement.

IV. Chair's Opening Remarks

The Chair noted that this Executive Director Selection Committee (Committee) met at the end of November 2020 to discuss the Florida Health Insurance Advisory Board's (Board) approach to selecting the next Executive Director. In the interest of transparency and fairness, the Committee recommended taking a different approach, which was approved by the Board in December 2020 as follows:

1. Re-open the application process for the Executive Director position;
2. Post the position on a publicly available website, including the job description;
3. Keep the position open for not less than three weeks; and
4. Authorize the Selection Committee to evaluate and determine the details of the approach (including the website(s) upon which it will be posted) and return to the full Board with a recommendation, including those details.

The purpose of today's meeting is for the Committee to discuss the next steps to present to the Board for approval to re-start the Executive Director search

V. Approval of Minutes – November 30, 2020

The Chair presented the minutes from the November 30, 2020, meeting for adoption, noting that members had been provided with advance copies. Ken Stevenson moved to adopt the minutes as written, with a second by Louisa McQueeney, and the minutes were adopted without objection.

VI. Discussion regarding details of advertisement approach

The Chair noted that the Committee needs to re-start the Executive Director search. He confirmed that the Committee still agreed with the approach previously approved by the Board. He then confirmed that the Committee agreed that no changes were needed to the Job Duties.

The Chair then asked the Committee members for recommendations regarding publicly available websites on which to post the position. Ken Stevenson recommended LinkedIn and asked if the State of Florida has a website for posting job positions. The Chair noted that the Executive Director would not be an employee of the State of Florida but asked the OIR for thoughts. Anoush Brangaccio confirmed that the State of Florida uses People First; however, that website is only for state positions. She also noted that the State sometimes advertises on websites related to the specific field the position is in (i.e., actuarial, law, etc.). Louisa McQueeney agreed with LinkedIn and asked about the possibility of a commercial website such as ZipRecruiter. The Chair noted that the Board does not have a large budget for advertising but added his agreement with LinkedIn. He then asked the Committee members if they knew if they could advertise on LinkedIn for free and Ken Stevenson confirmed that LinkedIn has a basic job listing at no charge in addition to their premium service. The Chair recommended asking the OIR to position the position on the FHIAB website as people who are interested in the Board would most likely be checking that website. The Chair then recommended advertising on the National African American Insurance Association's Careers website, assuming there is not a substantial cost-barrier. Ken Stevenson noted that the National Association of Health Underwriters also has a Career Center website. The Chair offered to explore costs associated with posting on these websites.

The Chair noted that the previous applicants were advised that they would be notified how they could re-apply for the Executive Director position.

Louisa McQueeney asked if the Executive Director needed to be based in Tallahassee. The Chair noted the position is open to anyone in Florida; however, this is an independent contractor position with no subsidy for travel so all travel expenses for attending meetings would be paid for out of the Executive Director's monthly fee.

Louisa McQueeney asked if the Executive Director's fees were expected to remain at \$5,000/month and the Chair responded that he didn't think that had changed.

Louisa McQueeney then asked if the Board was moving back to in-person meetings. The Chair noted that traditionally, the Board has met in-person at least once a year, so he expected that to resume.

Based on the above discussion, the Chair framed the Committee's recommendation as follows:

1.) Posting as follows:

- a.) Explore with FLOIR posting position on FHIAB website to understand willingness and any technical hurdles.
- b.) Post on
 - a. LinkedIn
 - b. National Association of Health Underwriters (NAHU)
 - c. National African American Insurance Association (NAAIA)
- c.) Notify prior three applicants once position is posted and how to reapply
- d.) Seth Phelps will explore costs and other issues associated with posting on LinkedIn, National Association of Health Underwriters, and National African American Insurance Association. Assuming no significant costs/barriers, will report out at full Board meeting for approval of the above approach.

Ken Stevenson moved to approve the above recommendation, with a second by Louisa McQueeney, and the recommendation was approved without objection.

The Chair noted that Committee's original recommendation, which was approved by the Board, was to keep the position open for not less than three weeks. He then asked if there was any discussion on this item. Louisa McQueeney said she hears it's hard to find candidates right now, so she's concerned about limiting the advertisement to three weeks. The Chair said he didn't expect it to be a problem finding candidates; however, he recommended seeking the Board's approval for a two-week extension if no applications have been received after the first three weeks.

Based on the above discussion, the Chair framed the Committee's recommendation as follows:

2.) Post for 3 weeks, seek board approval to post for an additional 2 weeks if there are no applicants.

Louisa McQueeney moved to approve the above recommendation, with a second by Ken Stevenson, and the recommendation was approved without objection.

VII. Other Business

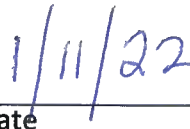
The Chair asked if there was any other business to be brought before the Committee. There being none, the Chair moved to the next agenda item.

VIII. Adjourn

Having no further business, the meeting was adjourned at 2:36 PM.



Seth Phelps, Chair



Date