

**Florida Health Insurance Advisory Board  
Executive Director Selection Committee Meeting Minutes  
Friday, January 7, 2022, 9:00 AM  
Via Teleconference  
Tallahassee, FL**

**Committee Members Present:**

Seth Phelps, Chair

Louisa McQueeney

Ken Stevenson

**Others Present:**

- Amy Hardee, Administrative Assistant II to the Deputy Commissioner – Life & Health, Office of Insurance Regulation (OIR)
- Monica Ross, Chief Legal Counsel, OIR

**I. Call to Order**

Chair Seth Phelps called the meeting to order at 9:00 AM indicating that the meeting was properly noticed to the public in accordance with Florida Law.

**II. Roll Call**

Amy Hardee conducted a roll call, noting that all Committee members were present.

**III. Antitrust Statement**

Monica Ross was recognized and reviewed the antitrust statement.

**IV. Chair's Opening Remarks**

The Chair noted that the process of establishing criteria and searching for a new Executive Director for the FHIAB has been ongoing and this meeting is a follow-up to review and determine next steps in the interview process for the candidates that applied for the Executive Director position. The job posting closed on November 17, 2021, and this was the earliest date by which the Committee members could meet. The goal for today is to determine the candidates to bring before the Committee for interviews and establish the next steps for interviews and final selection recommendation for review by the full Board.

**V. Approval of Minutes, July 1, 2021**

The Chair presented the minutes from the July 1, 2021, meeting for adoption, noting that members had been provided with advance copies. Louisa McQueeney moved to adopt the minutes as written, with a second by Ken Stevenson, and the minutes were adopted without objection.

**VI. Review of Applications/Determination of Next Steps**

The Chair noted twenty-two (22) people applied for the Executive Director position; however, only nine (9) of those applicants completed and returned the Interview Questionnaire as requested. As a result, the Chair motioned to eliminate from consideration those twelve (12) candidates who did not complete and return the Interview Questionnaire as requested and concentrate on the nine (9) candidates with complete information. Ken Stevenson seconded the motion, and it was approved without objection.

The Chair noted that of the remaining nine (9) applicants, two (2) do not reside in Florida. Per the meeting minutes just approved, the “Chair noted the position is open to anyone in Florida.” While the FHIAB is not currently holding in-person meetings, there will eventually be periodic in-person meetings that will require travel by the Board and the Executive Director. As discussed at the July meeting, there is no travel budget for Board members or the Executive Director. As an independent contractor, the Executive Director is responsible for their own travel expenses. The Chair also noted that the FHIAB budget comes from Florida revenues and the intention of the position and the Board is to address Florida-related issues. As a result, the Chair motioned to eliminate from consideration the two (2) candidates who do not live in Florida. Louisa McQueeney seconded the motion, and it was approved without objection.

The Chair then read the names of the seven (7) candidates who will be interviewed:

1. Ashlee R. Tising
2. Christopher “Scott” Jenkins
3. William E. Eichhoefer
4. Cathy Nelson
5. John T. “Jack” McDermott
6. John Trombetta
7. Keith Dean

The Chair asked if there were any other overarching criteria that should be considered to further narrow the pool. Ken Stevenson noted that there was some separation in the scores he currently has assigned to each applicant; however, he doesn’t feel the need to eliminate any one at this time. Louisa McQueeney suggested that all seven (7) candidates be interviewed. As a result, the Chair motioned to interview the seven (7) candidates previously listed. Louisa McQueeney seconded the motion, and it was approved without objection.

The Chair motioned to interview the seven (7) candidates over two (2) separate publicly noticed meetings in the same week (i.e., four one day and three one day) with each candidate’s interview lasting no more than ½ hour. Ken Stevenson seconded the motion, and it was adopted without objection.

The Chair motioned to notice a review/decision-making meeting the week following the interviews to meet to discuss the grading matrices and make a determination regarding the Committee’s recommendation for an Executive Director to bring before the Board. Louisa McQueeney seconded the motion, and it was adopted without objection.

There being no further business, the Chair moved to the next agenda item.

## **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 9:33 AM.



Seth Phelps, Chair

2/9/22

Date