

**Florida Health Insurance Advisory Board  
Executive Director Selection Committee Meeting Minutes  
Wednesday, February 11, 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.

**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 purpose of today's meeting is to complete the interview process with the remaining two candidates for the Florida Health Insurance Advisory Board (FHIAB) Executive Director position. He indicated that the Committee has reviewed each candidate's resume, written interview question responses, and any other information provided by the candidates and that today's interviews would be an opportunity for the committee members to ask any relevant questions of the candidates, for the candidates to ask any questions they have for the committee, and to give the candidates the opportunity to highlight relevant background they may have with respect to the Executive Director position. He reminded everyone that the Executive Director position is an independent contractor position and he thanked the candidates for taking the time to participate in today's interview process.

**V. Approval of Minutes, February 9, 2022**

The Chair presented the minutes from the February 9, 2022, 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. Interviews**

The Chair then began the interviews, which were held in the following order:

1. Cathy Nelson
2. Keith Dean
3. John Trombetta (withdrew prior to this meeting)

Each individual interview began with the Chair asking the following questions, which were responded to by the candidate:

1. Please elaborate on your experience regarding managing a budget for a Board or similar organization including the use of tools such as Excel or similar financial software, as well as collecting fees/dues and or assessments.
2. Describe your relevant experience with planning meetings for Boards or other organizations with an emphasis on any public organizations subject to the Sunshine Act here in Florida.
3. Given your understanding of the job duties of the position, what three key items from your background do you feel are most relevant for the Board to consider when evaluating you as a candidate for this position?

Following the candidates responses to the above questions, time was turned over to the other Committee members (Louisa McQueeney and Ken Stevenson) for any additional questions. Their questions focused on the candidate's familiarity with Florida's laws regarding health insurance and HMOs.

Following the Committee's questions, the candidates were given time to ask questions, which tended to focus on the mechanics of the Executive Director position.

The candidates thanked the Committee for their time and the opportunity.

#### **VII. Other Business**

The Chair referred to an issue from the February 9 meeting regarding outside employment and having the contract be with the other employer. He pulled the contracts for the three prior Executive Directors and two of those were with their consulting firms as opposed to being directly with the individual. This will be discussed further at the February 15 meeting; however, the concerns are:

- Will the candidate be able to make the time commitment?
- Is there an apparent or actual conflict of interest?
- Is there a possibility of future conflict of interest?
- The job advertisement was for an Executive Director and not consulting services.

Louisa McQueeney asked if there was any training for the Executive Director. The Chair responded that he didn't believe there was any formal training as the person hired should possess the necessary skillsets to perform the basic functions of the position.

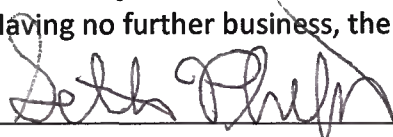
The Chair then asked the Committee Members to evaluate the candidates who were interviewed using the provided Grading Matrix and be prepared to discuss at Tuesday's Interview Follow-up Discussion scheduled for Tuesday (February 15), 2:30 PM.

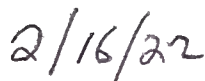
The Chair asked if there was any other business to be brought before the Committee.

There being nothing further, the Chair moved to the next agenda item.

#### **VIII. Adjourn**

Having no further business, the meeting was adjourned at 10:10 AM.

  
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Seth Phelps, Chair

  
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Date