

**Ad-Hoc Committee Meeting Minutes  
Tuesday, December 1, 2020  
Central Florida Cares Health System, Inc.  
Board Room**



**ATTENDANCE**

**Board of Directors**

***Present:***

Ian Golden, Ad-Hoc Committee Chair

Debbie Owens, President

Thomas Todd, Board Member

***Virtual via Zoom:***

Mark Broms, Treasurer

Luis Delgado, Board Member

**Central Florida Cares Health System, Inc. Staff**

Geovanna Gonzalez, Director of Compliance

**Meeting Called to Order**

The meeting was called to order at 2:39 p.m. at Central Florida Cares Health System, Inc., 707 Mendham Blvd., Suite #201, Orlando, FL. Three (3) members of the committee were present face to face, two (2) members attended virtually via Zoom, and abstained from voting.

**Intent and Discussions**

The committee members reviewed the minutes from the March 8 and August 17 meetings.

*A motion to approve the minutes was made by Thomas Todd, Compliance Committee member, second by Debbie Owens, Board President.*

The draft for the final report was reviewed, including feedback provided by CFCHS Human Resources (HR) attorney, Craig Novick.

*A motion to accept the final report was made by Debbie Owens, second by Thomas Todd.*

The HR Attorney will put together a response letter to notify the complainant of the decision regarding PTO payment. This letter will be sent to the former CFO via certified mail and by e-mail.

*A motion was made by Debbie Owens to authorize Ian Golden, Committee Chair, to sign the response letter to the CFO, present the investigation results, and the minutes of this meeting to the Executive Committee on December 9, 2020. Then, the report will be provided to DCF, and, to the CFCHS Board during their next meeting. Motion second by Thomas Todd.*

Feedback, unrelated to the former CFO complaint, provided by staff who filled out the written survey was discussed.

*A motion was made by Thomas Todd to authorize Ian Golden to meet one on one with CFCHS CEO to discuss this feedback. Motion second by Debbie Owens.*

**Other/Public Input** – None


*A motion to adjourn was made by Thomas Todd, second by Debbie Owens, motion passed.*

The meeting adjourned.



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Ian Golden, Chair



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Geovanna Gonzalez, Recording Secretary

**Ad-Hoc Committee  
December 1, 2020  
2:30 pm to 3:30 pm  
Central Florida Cares Health System, Inc.  
Board Room**



- |   |                   |
|---|-------------------|
| <b>I. Welcome/Introductions</b>                               | Ian Golden, Chair |
| <b>II. March 9, 2020 and August 17, 2020 Minutes Approval</b> | Group             |
| <b>III. Report-Draft- Review</b>                              | Group             |
| <b>IV. Next Steps</b>   | Group             |
| <b>V. Other/Public Input</b>                                  | 3 minutes/person  |
| <b>VI. Adjourn</b>  | Group             |

**DRAFT**

**Ad-Hoc Committee Meeting Minutes  
Monday, March 9, 2020  
Central Florida Cares Health System, Inc.  
Library Room**



**ATTENDANCE**

**Board of Directors Present:**

Ian Golden, Ad-Hoc Committee Chair  
Debbie Owens, President  
Mark Broms, Treasurer  
Luis Delgado, Board Member  
Thomas Todd, Board Member

**Central Florida Cares Health System, Inc. Staff**

Geovanna Gonzalez, Risk Manager  
Karla Pease, Executive Assistant and Recording Secretary

**Meeting Called to Order**

The Central Florida Cares Health System, Inc. (CFCHS) Ad-Hoc Committee meeting was held on Monday, March 9, 2020, at 4:00 p.m. at Central Florida Cares Health System, Inc., 707 Mendham Blvd., Suite #201, Orlando, FL. In the absence of the Chair, the President called the meeting at 4:04 pm. Upon the Chair's arrival, he then took over the meeting.

**Intent of Meeting**

The Risk Manager briefly described the reason for the meeting and assist with any decisions the committee makes. She presented an investigation plan for framework purposes.

The Chair asked that the Risk Manager review the complaint and she then provided the 8-page document. Members discussed the handout and previous information emailed via a drop box link.

The Risk Manager related the HR Attorney's thoughts about the allegations. There were some areas that required more documentation. Members asked the Risk Manager to gather the requested information and email to members prior to the next meeting, which was set on March 26, 2020 from 9:00 am to 12:00 pm.

Members decided the Ad-Hoc Committee should interview one employee from each of CFCHS' department for 15-20 minutes each. Members chose seven employees to interview. The Risk Manager will notify the employees before the Executive Assistant sends out calendar invites to employees notifying them of their scheduled meeting time. The interview schedule will be placed on the March 26, 2020 agenda. Members then discussed what types of questions would be pertinent to ask the employees. It was determined the Board members will send their questions to the Executive Assistant or the Risk Manager by Friday, March 13, 2020. The Risk

Manager will also comprise interview questions, who will send all questions to CFCHS' HR Attorney for review.

The Chair asked the Risk Manager to ask CFCHS' attorney if the recorder has to remain recording during the employee interviews according to the Sunshine laws.

*A motion to was made by Debbie Owens for the Risk Manager to approach CFCHS' attorneys, Luis seconded, motion passed.*


*A motion was made by Luis Delgado to authorize the Risk Manager to work with IT to obtain the requested emails and other documents necessary, Debbie Owens, motion passed.*

The Chair indicated the next step was for him a draft a document with interview responses and the documents that were requested to discuss and finalize at another meeting.

**Other/Public Input** – None

*A motion to adjourn was made by Debbie Owens, Luis Delgado seconded, motion passed.*

The meeting adjourned at 5:32 pm.



Ian Golden, Chair



Karla Pease, Recording Secretary

**Ad-Hoc Committee Meeting Minutes  
Monday, August 17, 2020  
Central Florida Cares Health System, Inc.  
Virtual via Zoom**



**ATTENDANCE**

**Board of Directors Present:**

Ian Golden, Ad-Hoc Committee Chair  
Debbie Owens, President  
Mark Broms, Treasurer  
Luis Delgado, Board Member  
Thomas Todd, Board Member

**Central Florida Cares Health System, Inc. Staff**

Geovanna Gonzalez, Director of Compliance

**Meeting Called to Order**

The Central Florida Cares Health System, Inc. (CFCHS) Ad-Hoc Committee meeting was held on Monday, August 17, 2020, at 9:30 a.m. via Zoom. The Committee Chair, Ian Golden, called the meeting at 9:32 a.m.

**Intent of Meeting**

The Director of Compliance summarized the investigation established methodology, the steps taken, and the allegations from the complaint.

**Discussion of Findings**

- a. Determination of wrongdoing or non-compliance:  
Committee members reviewed and discussed all documentation gathered and the responses from the staff interviews. Each of the allegations were addressed.

*A motion to Un-substantiate all allegations was made by Luis Delgado, Debbie Owen, Board President, second, motion carried.*

- b. Determination about PTO request: Committee members discussed CFCHS policies and the complainant's request to receive payment for remaining PTO at time of employment termination.

*A motion to follow CFCHS policies regarding no payment of PTO when an employee is terminated was made by Debbie Owen, Board President, second by Thomas Todd. Motion carried.*

- c. Suggestions: taking into consideration the allegations of the complaint and the feedback obtained from staff via the interview template, the committee created a list of suggestions

for CFCHS leadership to consider. These suggestions will be incorporated in the investigation report.

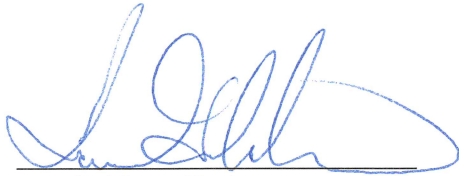
**Report:**

*A motion for Ian Golden to review, approve and take all steps necessary in the preparation of the investigation report was made by Luis Delgado, second by Debbie Owens. Motion carried.*

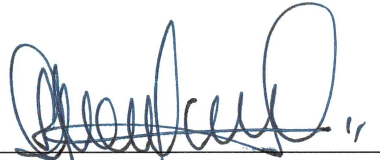
**Other/Public Input** – None

*A motion to adjourn was made by Luis Delgado, seconded by Mark Broms, motion passed.*

The meeting adjourned at 10:12 am.



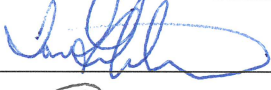



Ian Golden, Chair



Geovanna Gonzalez,  
Recording Secretary

Central Florida Cares Health System, Inc.  
Ad-Hoc Committee Meeting  
December 1, 2020



| Name              |                             | Signature  |
|-------------------|-----------------------------|--|
| Broms, Mark       | Finance Committee Chair     | Virtual attendance   |
| Delgado, Luis     | Compliance Committee Member | Virtual - Zoom   |
| Golden, Ian       | Compliance Committee Chair  |  |
| Owens, Debbie     | President                   |  |
| Todd, Thomas      | Compliance Committee Member |  |
| Geovanna Gonzalez | Director of Compliance      |  |