

**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

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I. Welcome/Introductions	Ian Golden, Chair	1 minute
II. Intent of Meeting	Geovanna Gonzalez	2 minutes
III. Discussion	Group	50 minutes
IV. Next Steps	Group	5 minutes
V. Other/Public Input	Group	3 minutes/person
VI. Adjourn	Group	1 minute