



Human Resources Sub-Committee Meeting

Monday, February 6, 2012

United Way – Ansin Building
 3250 SW 3rd Avenue
 Conference Room A
 2:30 p.m. – 3:30 p.m.

Officers/Executive Committee

Maria A. Alonso
 Chair
 Chet Zerlin
 Vice Chair
 Dr. Josee Gregoire
 Secretary
 Hon. Isaac Salver
 Treasurer

Pamela Lillard, Chair
 Program Services
 Dr. Rosa Martin, Chair
 Childhood Health and
 Development
 Dr. Gina Cortes-Suarez, Chair
 Human Resources
 Dr. Miguel Balsera, At-Large

The Board of Directors

Donald I. Bierman
 Alberto M. Carvalho
 Lileana de Moya
 Bill Diggs
 Carolyn Donaldson
 Com. Audrey M. Edmonson
 Terria Flakes
 Dr. Thresia B. Gambon
 Benjamin F. Gilbert, Jr.
 Dr. Nora Hernandez-Hendrix
 Nelson Hincapie
 Alina T. Hudak
 Fedrick Ingram
 Esther Jacobo
 Rep. John Patrick Julien
 Dr. Martin Karp
 Roymi Membiela
 Carolyn Y. Nelson-Goedert
 Dr. William E. Pelham
 Hon. Orlando A. Prescott
 Dr. Isaac Prilleltensky
 Leah Sigillo
 Evelio Torres

David Lawrence Jr.
 Founding Chair

Modesto E. Abety-Gutierrez
 President & CEO

County Attorney's Office
 Legal Counsel

AGENDA

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| 2:30 p.m. | Welcome and opening remarks | Dr. Gina Cortes-Suarez
<i>Chair</i> |
| 2:35 p.m. | Tentative Report on selection and hiring process of CEO followed by other Children's Services Councils | Modesto Abety-Gutierrez
President/CEO |
| 2:50 p.m. | Review examples of leadership succession and executive professional development plans
<i>(To be distributed)</i> | Dr. Gina Cortes-Suarez
<i>Chair</i> |
| 3:10 p.m. | Establish timeline to complete annual performance appraisal of President/CEO | Dr. Gina Cortes-Suarez
<i>Chair</i> |
| 3:25p.m. | Update on production of video of Board Chair's Message to staff | Modesto Abety-Gutierrez
President/CEO |
| 3:30 p.m. | Adjourn | |



Human Resources Committee Meeting Summary

January 23, 2012
2:30 p.m. – 3:30 p.m.

Committee members in attendance: Dr. Gina Cortes-Suarez (Chair), Maria Alonso, Terria Flakes, Dr. Josee Gregoire, Roymi Membiela and Chet Zerlin.

Legal counsel in attendance: Maria Arista-Volsky

Staff in attendance: Modesto Abety, Charles Auslander, Joanna Revelo, Jolie Jerry, Loretta Duvall, Linda Pizzorni, Dr. Lori Hanson, Tiffany Bedran and Muriel Jeanty.

Guests in attendance: Bob Bromberg

Meeting was called to order at 2:35 p.m. by Dr. Gina Cortes-Suarez.

Discussion Items:

- ❖ *Discussion of Selection Process of President/CEO*
- ❖ *Current Job Description President/CEO*

The following actions were taken at the Human Resources Committee Meeting on January 23, 2012:

- **Motion to approve the November 8, 2011 Human Resources Committee meeting minutes was made by Terria Flakes and seconded by Dr. Gina Cortes-Suarez. Motion passed unanimously. 5-0.**

A Sub-Committee was created comprised of Maria Alonso, Dr. Gina Cortes-Suarez, Dr. Josee Gregoire and Roymi Membiela to work closely on the selection process.

It was decided to bring to the Sub-Committee meeting the following items for further discussion:

- **Report on selection and hiring process of CEO used by other Children's Services Councils**
- **Review of succession plans of authority from Citrus Health and Baptist Hospital**
- **Review of executive staff professional development plans -Gina (w attach)**
- **Establish timeline to completed annual performance appraisal of President/CEO**
- **Production of video of Board Chair's Message to staff**

Meeting adjourned at 3:23 p.m. by Dr. Gina Cortes-Suarez.