

DRAFT - ICSD Meeting Agenda

March 18, 2015 - 12:00 PM ET

In attendance

Reg Bonfoco, *Chair*
Susan Huggins
Pamela Stafford
Carol Martsof
Michelle Cruz
Dan Hiltz
Tara Orlovski
Elisa Dworak

Absent

Lynne Ivey
Stuart Karasik
Barb Riley
Vicki Moeller

Staff

Amy Lotz, Interim Executive Director
Casey Ward Goldberg, AVP, Credentialing Programs

The meeting was called to order at 12:04pm.

ANSI Audit Update. Reg Bonofoco shared congratulations. The audit is done. Congratulations offered to everyone, most specifically Tara, Susan, Khunteang and Sara as well as Casey and Amy for their assistance. Quite happy that we received the notice. We received notice 5 minutes prior to the start of the Board meeting on Friday to let us know that our audit was kept open until the P&P were approved. This has since been approved and our Accreditation is in good standing. We will submit for reaccreditation in 2018 – so we must be prepared moving forward to ensure a timely submission next time.

In-Person Meeting: Chicago, IL. Thursday, September 24. The Commission meeting September 24 -25.

Requested at BOD meeting that the Council be present at the September meeting. We will need to arrange rooming for Council members. Reg felt that due to the climate and issues to be discussed that it was important that all governing bodies be present. Let's begin thinking about what topics the Council would like to discuss in Chicago. September 24th full day meeting – fly out on the 25th. To give a head start, Reg will look to Tara for assistance. Collect questions from APs to discuss the standards, and how best we can address concerns of APs. 1.5 – 2 years prior to reaccreditation the Council looked at all questions/comments and reviewed an element of the application each month. September would be a good time to meet with the Commission to look at each element to determine what issues have come up during the application process. Council develops standard, Commission implements. It is important to co-mingle with Commissioners and Board members. Start moving toward any revisions that may be needed. Take a proactive stance to ensure success during the next audit. We need to make sure that there is time during the September meeting as it is a full schedule. Reg will speak with Amy Hyams to determine the best course for planning.

Council Terms. It was recently identified that a large number of members were scheduled to roll-off the Council in September. The Council at that time made some 1-time adjustment to terms to reduce this mass exodus. At the BOD meeting, Reg requested that the Council align its terms with the other leadership groups. Lynn, Reg and Michelle will voluntarily resign effective September 1 and on the same document add these individuals as reappointments for 3 year terms. This will limit the reduction of Council members by 3 years each year. Reg will confirm that they are comfortable with this suggestion. The Council has 1 seat open for the non-profit sector. Reg

has asked Council members to recommend a body for this category and have names available for the next meeting.

Initially, Reg asked that Amy and Casey leave the call, however he is now asking that staff remain on the call. Reg confirmed that staff is aware of current state. The Board came to the realization that they have not done an RFP for a non-profit management firm in over 10 years. It should be done more frequently. There is no negative reflection on Coulter's work, just due diligence to make sure that everything that is being done aligns well with the management firm. Coulter is more than welcome to submit for the RFP. This is just done to stay "above board." The current agreement is an evergreen agreement – it renews annually. Once we go through the RFP process, we will terminate the current contract and sign a new contract should IACET choose to stay with Coulter. What we are looking at is having an ED that is employed by IACET directly. The Board wants 100% control over that position. As a result of the process, the Board has come up with 3 committees. Council and Commission Chairs have been asked to join (1) AMC Committee to develop the RFP (due date 30 days); (2) Independent Leadership Committee to select new ED and; (3) Transition Committee (immediately). Dan Hiltz inquired as to why there is immediate activation of the Transition Committee. Reg indicated that it is to manage communication between the leadership teams. This will help to determine what if any functions will transition out of Coulter.

The following Council members have volunteered to participate on these committees:

Elisa Dworak – Independent Leadership Committee
Carol Martsolf – Independent Leadership Committee
Tara Orłowski – AMC/RFP Committee
Dan Hiltz – Independent Leadership Committee
Susan Higgins – AMC/RFP Committee

Meeting adjourned at 12:31pm.