

## Board of Director Meeting Minutes

These Minutes have been prepared based on the published Agenda Items of the Board of Directors conducted in Open Session in accordance with the ECI By Laws. Items discussed were listed on this Agenda noticed on the date below. Where indicated, the Items were not taken in the same order as shown on the meeting notice. The ECI Board took actions where indicated in these Minutes, and these Minutes accurately reflect a summary of those Actions. Each Motion was set forth and voted on. The Motion as worded herein, is the accurate and true record. Where adopted, the vote was a majority (or as specified in the By-Laws). Where rejected and deferred, the Minutes so indicate.

Notice Date: **September 10, 2014**

Called By: **BOD**

Meeting Date: **September 26, 2014 - 5:00 p.m. (local) to 9:30 pm**

**September 27, 2014 - 8:00 a.m. (local) to 6:00 pm**

**September 28, 2014 - 8:00 a.m. (local) to 4:00 pm**

Meeting Type: **Regular – Face to Face**

Location: **New Orleans, LA**

Notes: **S. Gibbs**

Attendees: President Robert Anderson  
Vice President Mark Goldsmith  
Treasurer Alan Black  
Director John Peterson  
Director Barry Fagan  
Mr. Jeff Econom – Board / Council Liaison

Staff: Program Director Charles Wilson  
Program Director John Brown  
Program Coordinator Sandy Gibbs  
Program Associate Melanie Burnette

Others: Mr. Stuart Lester, BrightLink

Absent: Secretary Lori Gates

### **Task A. Presentation of CMS System**

Mr. Stuart Lester

*Summary:* Power point presentation of CMS System by Stuart Lester and John Brown

*Action:* No Action

Adjourned at 9:30 pm + / -

Re-adjourned 8:00 am

**Task 1.0. Call to Order and Members Present**

Director Anderson

*Summary:* Roll Call and introductory comments

*Action:* No Action

**Item 2.0. Approval of Board Minutes**

Director Goldsmith

*Summary:* Review of September 23, 2014 minutes

*Action:* **Motion to approve minutes for September 23, 2014 as submitted** was made by Director Mark Goldsmith and seconded by Barry Fagan. Discussion followed.

*Approval:* Five (5) in favor, none against, no abstentions

**Item 3.0. Staff Reports - Program Status**

CW/JB/SG/MB

*Summary:* Reports by staff on program status.

*Action:* No Action

**Item 4.0. Staff Report – Executive Director Report**

Director Anderson

*Summary:* Reports on staff position, IT, insurance.

*Action:* No Action.

**Item 5.0. Accreditation Discussion**

Director Anderson

*Summary:* Brief presentation on accreditation requirements followed by discussion.

*Action:* No Action

**Item 6.0. PDU Presentation**

John Brown / Charles Wilson

*Summary:* Presentation of PDU policy and staff issues with PDU policy

Staff Issue 1- Policy located in two locations

*Action:* BOD accepted staff recommendation

Staff Issue 2 – Measurement of PDU's

*Action:* BOD accepted staff recommendation and changed PDU to PDH

Staff Issue 3 – Self Study and Mentoring

*Action:* BOD directed staff to add self study with maximum of two PDHs per period. BOD did not accept mentoring.

Staff Issue 4 – Authoring / Reviewing ESC / SW Rules & Regs

*Action:* BOD accepted in work experience category

Staff Issue 5 – Learning Developer PDHs

*Action:* BOD approved awarding PDHs double that of participants

Staff Issue 6 – Professional Leader PDH Credits

*Action:* BOD agreed to remove all content related to Professional Leader

Staff Issue 7 – Minor Edits

*Action:* BOD agreed to all minor edits

**Item 7.0. Financial Budget Review**

Director Black

*Summary:* Report on Statement of Financial Income and Expense.

*Action:* Discussion on application increase, budget, different fiscal year, meeting audits and reinstatement as a non-profit.

**Item 8.0. Organization Priorities and Strategic Planning Session**

Director Anderson and BOD

*8a:*

*Summary:* Legal Update provided including discussion of Attorney General Actions and possible litigation.

*Action:* No Action.

*8b:*

*Summary:* Trainer Structure Discussion.

*Action:* **Motion to have ECI manage and administer training programs, seek partnerships with current approved instructors and organizations** was made by Director Mark Goldsmith and seconded by Director Alan Black. Discussion followed.

*Approval:* Five (5) in favor, none against, no abstentions

***Policy Motion: 1029-14.10***

*Notes:* Directors Barry Fagan and Alan Black to prepare presentation

*8c:*

*Summary:* Organizational Policy.

*Action:* Discussion on ECI policies and possible staff realignment.

*8d:*

*Summary:* Regulatory / Marketing – New Positions

*Action:* Discussion on Regulatory Outreach, with tiered approach at State and Federal Levels, discussion on providing a marketing element and discussion on Executive Director position.

*8e:*

*Summary:* Councils – Evaluation of Current Structure – Presentation of Proposed New Structure and Committee.

*Action:* Discussion of Council Organization, Multiple vs. Single. Discussion of Single Council Organization and Duties.

*8f:*

*Summary:* Technical – Status

*Action:* Discussion on Technical Committee

*8g:*

*Summary:* Certifications – Re-Define and Status

*Action:* Discussion of clarification of ECI certifications and Rewording Program Descriptions. Discussions of re-writing exams. **Motion made to restructure Council to become one Council** was made by Director Mark Goldsmith. Motion was not seconded at this point.

*8h:*

*Summary:* International – Impact and Status

*Action:* No Action

*8i:*

*Summary:* Organizational Philosophy – Initiate SP Process

*Action:* Review of hand-out from Director Peterson

Adjourned at 5:20 pm

Re-adjourned at 8:30 am

*8i:*

*Summary:* Organizational Philosophy – Initiate SP Process continued

Action: Discussion of Following Items

- Where we are as an Organization
- Discussion of changing status to C3
- Discussion of Environmental Assessment
- Discussion of Strategic Plan Duration
- Discussion of Governments
- Discussion of Marketing
- Discussion of Identity
- Discussion of Mission Statement

*Further Action:* Discussion of Following Items

- Contracts with ECI
- Program Development Committee
- Certification Committee

**Motion to restructure Certification Councils by eliminating certification specific Regional Representatives** was made by Director Barry Fagan and seconded by Director Alan Black. Discussion followed.

*Approval:* Five (5) in favor, none against, no abstentions

***Policy Motion: 1030-14.10***

**Motion to create Certification Leadership Committee consisting of Chapter Presidents in each Region representing all certifications in that Region. Regions shall match the ten Federal Regions.**

**Each state within the Region shall utilize State Representatives for each Certifications where available. There may be more than one State Representative per certification within each state.**

Motion was made by Director Mark Goldsmith and seconded by Director Barry Fagan. Discussion followed.

*Approval:* Five (5) in favor, none against, no abstentions

***Policy Motion: 1031-14.10***

*Note:* Jeff Econom appointed as National Chair

**Motion to create Program Development Committee** was made by Director Mark Goldsmith and seconded by Director Barry Fagan. Discussion followed.

*Approval:* Five (5) in favor, none against, no abstentions

***Policy Motion: 1032-14.10***

**Motion – Board members, their family members, or their employer are prohibited from receiving compensation from ENVIROCERT for technical services related to the certifications** was made by Director Mark Goldsmith and seconded by Director Barry Fagan. Discussion followed.

*Approval:* Five (5) in favor, none against, no abstentions

***Policy Motion: 1033-14.10***

**Motion that all contracts will be executed using a RFP process with multiple bidders** was made by Director Mark Goldsmith and seconded by Director Barry Fagan. Discussion followed.

*Approval:* Five (5) in favor, none against, no abstentions

***Policy Motion: 1035-14.10***



Meeting Adjournment at 3:40 pm