

**Hardee School District
Insurance Review Committee**

Meeting Minutes

March 21, 2023

Present:

RJ Decoteau
Heather Lane
Sharon Ussery
Jim Demchak
Meredith Durastanti
Stuart Durastanti

Greg Harrelson
Michele Polk, Chair
Mark Gilliard
Derren Bryan, Avail Benefits
Nicole Leal, Avail Benefits

Location: School Board Meeting Room at 230 S. Florida Avenue in Wauchula.

I. Call to Order: 9:01 am

II. Approval of Minutes: Dr. Michele Polk passed out an agenda for this meeting and minutes of the prior meeting on March 1, 2023. Dr. Polk then allowed time for the members to read and review the minutes. On a motion by Stuart Durastanti and a second by Mark Gilliard, the Committee unanimously approved minutes from the March 1, 2023 Insurance Review Committee meeting.

Note – Today’s meeting minutes will be taken by Nicole Leal so that Greg Harrelson, as a voting member, can better focus on the ITN review and scoring process.

III. Agent/Broker Notification: Dr. Michele Polk reminded the Committee of the current contract language with Albritton Insurance Services/Acentria Insurance. HCSB must give a 180-day notification of termination without cause. she recommended placing the termination notice as an action item for the Board to approve during the meeting on March 23, 2023. Termination will be effective October 1, 2023. All Committee members agreed.

IV. ITN Packets Distributed: ITN Response Analysis, provided by Avail Benefits, were distributed to the Committee. Dr. Michele Polk advised that this was a public meeting. However, no public comments allowed, and no questions will be asked by the Committee of the public attendees. Derren Bryan encouraged discussion amongst the Committee during the review of the ITN.

V. ITN Scoring Process and Decisions:

- a. A “working copy score sheet” was provided to each Committee member. This was not the “official scoring sheet” but one that could be used to take notes and capture thoughts. Dr. Michele Polk reviewed the scoring rubric. The Committee was asked if there were any proposed changes to the weighting of any line item. No changes were recommended. On a motion by Greg Harrelson and a second by Stuart Durastanti, the Committee unanimously approved the scoring sheet.
- b. Discussions took place on the minimum point threshold that an ITN Respondent must receive in order to move forward to the Negotiations phase of the Agent/Broker of Record ITN. On a motion

by RJ Decoteau and a second by Greg Harrelson, the Committee unanimously approved setting the minimum threshold at 60 points.

VI. Review of Agent/Broker of Record ITN: Four responses to the ITN were received from the following: Albritton Insurance Services (AIS)/Acentria Insurance (incumbent), BKS Partners, Gehring Group, and Mid Florida Insurance Group (MFIG)/Ference/Arison.

- a. Experience and Qualifications review – Derren Bryan provided the analysis by Avail Benefits for the 4 Respondents. Reviewed the types and sizes of references provided. All references were either contacted or verified by public record that there is a relationship between with the Respondent. Developed a list of possible questions for Mid Florida Insurance Group/Ference/Arison in the event they progressed to the Negotiations phase.
- b. Scope of Services review – Derren Bryan provided the analysis by Avail Benefits for the 4 Respondents. Review and discussions took place about each Respondents' submittal. Developed a list of possible questions for AIS/Acentria Insurance, BKS Partners, Gehring Group, and MFIG/Ference/Arison in the event they progressed to the Negotiations phase.
- c. Pricing review – Derren Bryan provided the analysis by Avail Benefits for the 4 Respondents. Review and discussions took place about each Respondents' submittal. Developed a list of possible questions for AIS/Acentria Insurance, BKS Partners, Gehring Group, and MFIG/Ference/Arison in the event they progressed to the Negotiations phase.

VII. Official Scoring: The 5 voting members of the Committee are Heather Lane, RJ Decoteau, Mark Gilliard, Greg Harrelson, and Stuart Durastanti. The official scoring started at 11:45 am. Dr. Michele Polk and Dr. Jim Demchak had agreed to complete the tallying of the official score sheets. However, Dr. Jim Demchak had to step out of the meeting so Nicole Leal filled in as his replacement.

- a. Scoring Results – Three Respondents will be progressing to the Negotiations phase: AIS/Acentria Insurance, BKS Partners, and Gehring Group.

VIII. Next Meeting: Negotiation meetings will be held on March 22, 2023, at 9:00 am, 10:30 am, and 1:00 pm at the School Board Meeting Room located at 230 S. Florida Avenue, Wauchula. Nicole Leal from Avail Benefits will contact the 3 Respondents to schedule their times.

IX. Meeting Adjourned: 12:30 pm