

**Hardee School District**  
**Insurance Review Committee**  
**Meeting Minutes**  
**March 30, 2023**

**Present:**

RJ Decoteau  
Heather Lane  
Sharon Ussery  
Jim Demchak  
Stuart Durastanti  
Greg Harrelson

Michele Polk, Chair  
Mark Gilliard  
Marie Dasher  
Derren Bryan, Avail Benefits  
Nicole Leal, Avail Benefits

**Location:** District Training Center at 230 S. Florida Avenue in Wauchula.

**I. Call to Order:** 9:00 am

**II. Approval of Minutes:** Dr. Michele Polk passed out an agenda for this meeting and minutes of the prior meeting on March 21, 2023. Dr. Polk then allowed time for the members to read and review the minutes. On a motion by Greg Harrelson and a second by Stuart Durastanti, the Committee unanimously approved minutes from the March 21, 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 focus on the ITN review and scoring process.

Dr. Polk asked the Committee members to correct the date on the agenda for this meeting from March 21, 2023 to March 30, 2023.

**III. FSHIP Update:** Dr. Polk advised the Committee of the Board workshop that will be held on Monday, April 10, 2023, at 3:40 pm. The workshop is to provide information to the Board members about FSHIP and how Hardee County Schools can benefit from joining.

Derren Bryan reminded the Committee of their desire to move forward with FSHIP and asked that they keep it in mind when making their final selection today.

**IV. Review of the ITN process to date & next steps through Board award:**

- a. ITN Posted – 4 proposals were received from: Albritton Insurance Services/Acentria Insurance; BKS Partners; Gehring Group; and Mid Florida Insurance Group/Ference/Arison.
- b. Scoring Meeting held – 3 respondents moved to Negotiations phase: Albritton Insurance Services/Acentria Insurance; BKS Partners; and Gehring Group.
- c. Negotiations held.
- d. Best and Final Offers (BAFOs) requested and received from the 3 finalists.
- e. Selection Meeting Today.
- f. Today's top ranked respondent will be recommended by this Committee to the Superintendent.

- g. The Superintendent's recommendation will be placed on the Board agenda on April 10, 2023, at 5:15 pm. Dr. Polk encouraged the Committee to be present at the Board meeting to support the recommendation.
- This Committee will remain under the *Cone of Silence* until the award is made by the Board.

**V. Review Scoring Documents for the Selection Process:** Dr. Polk reviewed the 3 scoring sheets and process.

Discussions took place about how the methods of scoring were derived. Dr. Jim Demchak was concerned about there being a tie on the Final Selection Scoring Sheet therefore leaving it up to the voting member to decide who to put in the 1<sup>st</sup>, 2<sup>nd</sup>, or 3<sup>rd</sup> position. The Union members caucused to discuss further. They came back and stated they agreed to use the scoring sheets as presented. All other members agreed as well.

- a. Reviewed the Final Selection Scoring Sheet. The scoring sections consists of the same 3 categories and points as stated in the ITN: Experience & Qualifications – 20 points; Scope of Services – 40 points; and Pricing – 40 points.
- b. Reviewed the Voting Member Selection Summary Sheet. The members will list their 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> selections based on their scoring from the Final Selection Scoring Sheet. The 1<sup>st</sup> selected Respondent will receive 5 points; the 2<sup>nd</sup> selected Respondent will receive 3 points; and the 3<sup>rd</sup> selected Respondent will receive 1 point. This scoring method was chosen so that one person's score out of 100 points (on the Final Selection Scoring Sheet) could not make the final decision for the other 4 voting members.
- c. Reviewed the Final Selection Results Sheet. The 5 members' names of the Insurance Review Committee Negotiating Team are listed under each Respondent's name. The points assigned by each member on the Voting Member Selection Summary Sheet will be summarized on the Final Selection Results Sheet to give a final tally. This sheet will show the final rank of each Respondent.

**VI. BAFO Discussions:** Dr. Polk confirmed that all members received and reviewed the BAFOs that she emailed to them. Copies of the BAFOs were handed out along with a summary prepared by Avail Benefits. Derren Bryan with Avail Benefits reviewed the summary and discussions took place about each BAFO.

**VII. Selection:** The 5 voting members of the Committee are Mark Gilliard, Greg Harrelson, Stuart Durastanti, Heather Lane, and RJ Decoteau. They each completed the Final Selection Scoring Sheet and Voting Member Selection Summary Sheet. Dr. Polk and Dr. Demchak collected the sheets to check accuracy. They completed the tabulation of each Respondent out loud with the Committee so that the members all became aware of the scoring at the same time. The results are as follows:

Albritton Insurance/Acentria	
MG	3
GH	5
SD	5
HL	5
RD	3

BKS Partners	
MG	5
GH	3
SD	3
HL	3
RD	5

Gehring Group	
MG	1
GH	1
SD	1
HL	1
RD	1

- a. Upon conclusion of the Insurance Review Committee's selection process and tabulation of scores, Greg Harrelson made a motion, and a second by Heather Lane, to recommend Albritton Insurance Services/Acentria Insurance for the HCSB23-01 Invitation to Negotiate Employee Benefits Agent/Broker Services contract award. Four in favor; 1 opposed. Motion passes.

**VIII. Next Meeting:** Thursday, April 20, 2023, at 4:00 pm at the Training Center.

**IX. Meeting Adjourned:** 10:18 am