



Executive Committee Meeting

Tuesday, July 28, 2026

10:00 AM – 11:00 AM

Attendees: Carrie Hollinger, Jackie Clarke, Sandra Rangel, Tiffany Canate (HCSEF), Emily Carmichael (HCSEF)

Excused Absences: Channel Bonner, Natasha Ramalgar, Eric Martinez

Minutes

1. Welcome/Introductions/A Moment of Silence *Eric Martinez & Co-Chairs*

- T. Canate acknowledged that a quorum was met with three of the six executive committee members present. She welcomed the group at 10:05 AM and led a moment of silence.

2. Review and approval of agenda and previous meeting minutes (Motion)

- J. Clarke motioned to approve the agenda as distributed, and C. Hollinger seconded.
- Due to quorum not being met at the March or May meetings, official business was not conducted at those meetings; thus, the group reviewed previous meeting minutes from January and March. C. Hollinger motioned to approve both as distributed, and J. Clarke seconded.

3. Consortia/patient care budget concerns/discussion

- S. Rangel reported that FY 2026 budgets and contracts have been established and all expenditures have been successfully integrated into the reporting system. She noted that there are no current concerns regarding budget reporting.
- S. Rangel affirmed that program year is approximately one-third complete and the next expenditure report is scheduled for August 25.

4. Committees:

Membership

Eric Martinez & Carrie Hollinger

EQA

Jackie Clarke & Sandra Rangel

Planning

Sandra Rangel & Natasha Ramalgar

- C. Hollinger summarized that although no new members have been added, membership recruitment remains a focus.
- T. Canate added that HCSEF staff continue conducting individualized outreach through phone calls and emails to previously engaged

individuals and prospective members to encourage participation in consortium meetings.

- J. Clarke summarized updates from the latest EQA meeting, noting that the Clinical Quality Management (CQM) performance measures remain on target, and medical visit frequency is expected to increase during the third and fourth quarters.
- T. Canate shared updates regarding the Needs Assessment progress, noting that survey collection remains ongoing through the end of August. HCSEF staff continue conducting outreach through reminders, community canvassing, business engagement, and one-on-one client outreach.
- T. Canate shared that English and Spanish focus groups are scheduled for the following evening at the St. Lucie County Health Department and an additional virtual focus group is planned for mid-August. T. Canate noted that clients needing assistance with the survey or focus group registration may receive support in English, Spanish, or Haitian Creole.
- T. Canate added that there are approximately 280 surveys (including incompletes) in the TAI survey portal, five key informant interviews have been completed, and secondary data compilation and analysis have been completed.
- E. Carmichael added that guidance from the statewide survey team is still pending regarding how incomplete surveys will be counted. The team intends to exceed the survey goal to account for any surveys ultimately excluded from the final count.

5. Old Business

Eric Martinez & Co-Chairs

- No old business was brought forward.

6. New Business

Eric Martinez & Co-Chairs

- The committee initiated discussion of proposed bylaw revisions, with the understanding that additional discussion would continue at the next Executive Committee meeting to allow absent members an opportunity to participate.
 - The committee discussed inconsistencies in quorum definitions throughout the bylaws: with one section defining a quorum as 25% of membership, and another section defining a quorum as a majority of members present.
 - Quorum language discussion included:
 - Aligning quorum language throughout the bylaws.
 - Considering whether Executive Committee quorum requirements should differ from other committees.
 - Reviewing previous Area 15 bylaws, state guidance, and other consortium bylaws before making recommendations.
- The committee also reviewed membership procedures, including:
 - Application review and approval process.
 - Orientation requirements for new members.
 - Clarifying HCSEF's role in conducting orientations alongside the Lead Agency.
 - Aligning actual practice with the written bylaws.

- Considering whether prospective members should attend one or more meetings before becoming official members.
- Members agreed additional review of the full bylaws would occur before making formal recommendations.
- T. Canate presented results from the scheduling poll conducted following the previous EQA/Planning Committee meeting regarding the upcoming Virtual Community Engagement Event.
- The Executive Committee agreed to:
 - Hold a virtual informational session on Thursday, September 10.
 - Replace the regularly scheduled September EQA/Planning Committee meeting with the informational session.
 - Use the event to introduce prospective members to the consortium and encourage membership participation.
- T. Canate called for a motion to approve the outlined items regarding the virtual event. C. Hollinger motioned to approve, and J. Clarke seconded.

7. Open Discussion

- No updates shared during open discussion.

8. Next Steps and Adjourn

- T. Canate summarized next steps and action items for the group:
 - Executive Committee members will review the proposed bylaw revisions before the next meeting and identify additional areas for clarification or alignment.
 - Members will promote the September 10 virtual community engagement session to support consortium membership recruitment.
 - HCSEF will continue to prepare materials and logistics for the virtual informational session.
- J. Clarke motioned to adjourn the meeting, and C. Hollinger seconded.

Meeting Adjourned at 10:45 AM