

**Florida Concrete Masonry Education Council**  
**Executive Director Task Force Subcommittee**  
**Monday, March 27, 2015**

**Meeting Minutes**

**Convening of Meeting and Call to Order** – Monica Manolas called the meeting to order at 3:15 p.m.

**Roll Call** –

Council Members Present	Staff Present
Monica Manolas, Cemex	Pat McLaughlin, Executive Director
Justin Lord, Central Broward Construction	
Council Members Absent	
Bernardo Dias, Central Concrete Supermix, Inc.	

**Review of Anti-Trust Guidelines** – Monica Manolas reviewed and read the policy to the attendees.

**New Business** –

1. Monica Manolas reviewed the draft of the executive director job description. Discussion followed. There were minimal suggested corrections to the draft of the job description.  
  
The subcommittee agreed on a corrected version to be presented to the Council on Monday, March 30, 2015.
2. Monica Manolas discussed a salary range of the Executive Director. Research indicated a salary range of \$100,000 - \$120,000. The subcommittee agreed to recommend that salary range to the Council. As part of the salary recommendation, the subcommittee will also recommend an alternative variable compensation bonus based on meeting performance objectives set up and approved by the Council.
3. Monica Manolas discussed benefits. The subcommittee determined that a modest benefit package be offered. Pat McLaughlin will check on Staff Leasing benefits.
4. Monica Manolas discussed expense reimbursement for the Executive Director. The subcommittee determined that they would recommend offering expense reimbursement and customary travel expenses subject to review at a later date. .
5. Monica Manolas presented a timeline for the search and hiring of the Executive Director process. The subcommittee agreed on a timeline for presentation at March 30, 2015 meeting.
  - a. March 30, 2015 – FCMEC approves job description and salary.
  - b. April 1 – 15, 2015 – Post position and accept applications.
  - c. April 30, 2015 – Screen applicant pool for interview candidates.
  - d. May 15, 2015 – Vetting and 1<sup>st</sup> round interviews with taskforce.

- e. May 31, 2015 – Executive Committee interviews with finalists.
  - f. June meeting – Final candidate(s) interview with FCMEC Board.
  - g. July 1, 2015 – Job offer, acceptance, and start date.
6. Monica Manolas discussed the posting of the Executive Director job. Discussion continued. The subcommittee recommended posting using the following platforms for posting the job:
- a. Industry, associations (National and State), State of Florida referrals, FCMEC website, and Employ Florida Marketplace (EFM – job search engine of DEO) all at no cost.
  - b. Online Job Boards such as LinkedIn, CareerBuilder, Indeed, and Clearfit.com. These are not free and they estimated the cost to be \$500.
  - c. Recruiter only if needed. Recruiter fees generally run about 15-20% of the first year's salary.
7. Monica Manolas discussed receipt of applications/resumes. The subcommittee decided that the interim Executive Director, Pat McLaughlin, would receive the applications/resumes. Monica Manolas, Bernardo Dias, and Justin Lord will complete the initial prescreening on applicants and determine which applicants will be selected to interview.

**Other Business** – Monica Manolas noted that Jim Painter had stepped down from his Council position and will be applying for Executive Director Position.

**Public Comment** – Monica Manolas asked for public comment. There was none.

**Next Meeting Date** – April 21, 2015 at 10:00 a.m. The meeting will be located at the Boca Raton Downtown Library.

**Adjournment** –The meeting was adjourned.