

October 18, 2018

Chair Andrew Klein
Vice Chair Christopher Ure
Commissioner Nancy Gregoire
Commissioner Steven Wellins

CEO/President, Beverly Capasso
COO, Gino Santorio
CFO, Alan Goldsmith
CMO, Dr. Andrew Ta
Chief Compliance Officer, Nick Hartfield
Chief Internal Auditor, Nigel Crooks
General Counsel, Lynn Barrett

Fellow Commissioners and Executive Staff,

Per the Board direction please find attached the **agenda policy** for the **NOVEMBER** Board meeting and a first attempt at a set of administrative procedures (SOPs) to the agenda policy. Any SOP modifications desired by the operational staff should be led by the CEO and should be largely at the discretion of the operational staff. That being said, the Board should emphasize that to ensure that no SOP is implemented that censors or restricts agenda items, the Board reserves the right to approve the administrative SOP before it is established, amended or changed.

I ask that Ms. Barrett please review to ensure compliance with law. I ask that Ms. Barrett please review by 5 pm on Friday. As evident from our inability to call Board meetings within the restriction of the law it is critical that this document go out immediately.

I most certainly had outside help on this, but wanted to thank Patti Alfaro for her tireless work on this. She spent a lot of time researching and did a fantastic job at editing and formatting.

Ray

Ray T. Berry,
Secretary/Treasurer for the North Broward Health Board of Commissioners