



DELAWARE INSTITUTE OF MEDICAL EDUCATION & RESEARCH (DIMER)

Nominating Committee Minutes

Wednesday, March 26, 2025

11:00 am – 12:00 pm

Hybrid In-Person and Teams Meeting

Meeting Attendance

DIMER Nominating Committee Members Attending:

- Brian Levine, MD (Chair)
- Kathleen Matt, PhD
- Joyce Robert MD
- Marshala Lee-McCall, MD, MPH

Delaware Health Care Commission

- Elisabeth Massa, Executive Director
- Sheila Saylor, Public Health Treatment Coordinator
- Latoya Wright, Manager of Statistics and Research

Public Attendance

- None

Dr. Brian Levine called the meeting to order at 11:08 am.

Meeting Minutes

Approval of Meeting Minutes

Dr. Levine requested a motion to approve the March 7, 2025, meeting minutes. Dr. Lee-McCall made a motion to approve the minutes, and it was seconded by Dr. Robert. The committee made no objections and the minutes were approved.

Voting Logistics

Dr. Levine started by saying that today the committee will go over the logistics about the voting procedure and get some at least clarity from legal to make sure our process is being done correctly and he suspects 1/3 of our voting membership will be virtual. A key point, how are we documenting votes for Board members virtually, will it be a hand raised? Someone will have to

document the count. The thought being that is the best process. Additional comments were requested.

Dr. Matt stated that another question that came up in the last meeting was that these are separate votes, we vote for the Chair and then vote for Vice Chair. The question was raised since there's only one candidate for Vice Chair, will we vote for that as well? The consensus was yes.

It was determined that there were two nominees for chair and one for Vice Chair. The nominees' CVs and letters were sent to the full board.

The committee is requesting the nominees present a 5- to 10-minute personal statement of their vision for the future of DIMER. Each of the three nominees will go randomly, then they will be asked to step out of the room, and the Board will vote. The question was raised as to the voting order: do the nominees for the Chair present, and then the Board votes, and then come back the nominee for Vice Chair presents and the Board votes again. A discussion was if the nominees are eligible to vote because they are board members; if so, all presentations should be done at the same time because they should be able to hear all presentations. The question was asked if that is legal. There will be a draft constructed with the plan for the meeting given to the DHCC attorney to review to ensure the Board's voting procedures are in concert with all legal issues, including FOIA. It was stated that if we ask the nominees to leave the room during the vote, there still must be a quorum.

Dr. Matt received a call from one of the nominees stating he will be out of the country for the voting meeting on April 30, 2025, and wanted to make sure if it would be acceptable if he does his presentation virtually. It was approved. It was stated if the Board continues with the meeting location in New Castle County, we have to allow for virtual attendance if we are not being more flexible with our location.

Role of the Chair and Vice Chair

There was a document that was put together by Dr. Levine and Dr. Matt that was reviewed with the committee. There was a discussion about whether the document was too specific and if some of the listed items were the job of the Chair or the DIMER board. The discussion pertained to data collection and tracking DIMER students, and there was frustration that there is not a centralized home for the data being collected and that everyone was collecting their own data. The committee was surprised that legislators hadn't held the Board to this magnitude of centralized data collection.

It was stated that if the committee was going to be this specific, they should have provided the document to the candidates so that they could incorporate it into their presentation, because these are expectations that haven't previously been identified to the nominees, that these were expectations of the Chair and Vice Chair. The knowledge may have had an impact on their

decision to run for election. It was asked if the document needed to be approved by the Health Care Commission. Ms. Massa (Executive Director, DHCC) stated that DIMER technically reports up to the Commission, but the legislation is open, saying to form a nominee committee and is up to the DIMER board to elect the DIMER Chair and Vice Chair. The procedures do not need approval, and DHCC has not expressed an interest.

There was a discussion about whether the vote needed to be delayed, and the Role of the Chair and Vice Chair document was discussed, and the upcoming meeting. The committee decided to send the document to the full board after the vote, with the idea that the document serves as a template to be used for the future. The document would be an evolving document with the new Chair taking the lead with the Board's input.

The committee discussed the rest of the Role of the Chair and Vice Chair document line by line to get comments from other members and to become familiar so they could discuss with the full board. The committee will meet with the chair and the Vice chair separately, or together, to discuss the document and let them know this is what the committee wants to bring forward, giving them the empowerment and a path to move forward.

Dr. Levine asked what would be on the DIMER full board agenda the day of the election. There was talk about some items, and Dr. Matt asked how long the committee thought the voting process would take and for the nominees to present their goals and to vote and tally. Dr. Levine recommended we put a hard stop at 10 minutes for the nominees' presentations, and that will keep the time under 30 minutes for the nominees. Then we are going to ask the nominees to step out of the room for the board to vote, and that should take no longer than 10 minutes, and the documentation a few minutes longer, so I think the whole process can be under 45 minutes. Consider an abridged agenda for the remainder of the meeting. Dr. Matt asked that after the 5- to 10-minute presentations, could we allow for questions. This is a new process, and to be sure that people get their questions answered, we probably want to focus for this meeting on the voting and electing a new Chair and Vice Chair. Time permitting, we could do a round robin and get any updates. The public may have comments that they want to make to the new Chair and Vice Chair. Dr. Levine agreed, stating we will go back to our regular cadence after the meeting under the guidance of our new leadership. Dr. Levine proposed that at the end of the meeting, we put on the screen the Role of the Chair and Vice Chair document for a quick preview and let the board know this is from the Nominating Committee. Dr. Levine asked the committee to be prepared to ask the nominees at least 2 questions. Dr. Lee-McCall stated it is important to share the voting procedure with the board prior to the election.

Dr. Levine thought the committee should briefly meeting meet briefly before the full board meeting. The committee decided to meet on April 23, 2025, before the April 30, 2025, full board meeting.

ADJOURN

The meeting was adjourned at approximately 11:58 am.

The next DIMER Nominating Committee Meeting: April 23, 2025, at 11 am