



Early Learning Coalition of Southwest Florida  
Nominations & Bylaws Committee  
Meeting Minutes  
Tuesday, August 23, 2016

**Purpose:** This committee will approve and ensure adherence to the Coalition’s Bylaws and the responsibilities for recruiting members, nominating officers, and development of Board policies as they relate to Board membership and upholding the Coalition’s required membership composition.

**Goals:** Ensure ELCSW Bylaws are current, reflect all legal requirements, and reviewed annually for Board approval.

- Confirm that the ELCSW Board Policies are reviewed and approved annually by the Board of Directors.
- Provide oversight that the ELCSW Board membership and composition requirements are met.
- Oversee ELCSW Board plan for the recruitment of potential candidates for Board and Committee membership is reviewed annually.

**Committee Members Present:** **Dr. Denis Wright**, *Chairperson, Charlotte Campus President and V.P. of Economic and Community Development, Florida Southwestern State College (via phone)*; **Trina Puddefoot**, *Executive Director, Early Steps/Health Planning Council*; **Andrew Wozniak, Esq.**, *Salvatori, Wood, Buckel, Carmichael & Lottes (via phone)*; **Jennifer Lange**, *Director, Little People’s School, Naples (via phone)*

**Committee Members Absent:** **Katie Haas**, *Senior Director, Boston Red Sox Florida Business Operations*; **John Ahern**, *Commissioner, Glades County Board of County Commissioners*; **Stephanie Busin**, *Designee, Glades County Board of County Commissioners*

**Staff Present:** **Susan Block**, *Chief Executive Officer*; **Kim Usa**, *Chief Operating Officer*

Agenda Items	Discussion	Action/Assignments
<b>Opening of Meeting</b> <b>Welcome and Introductions</b> <ul style="list-style-type: none"> <li>• Review, Committee Goals</li> </ul>	<ul style="list-style-type: none"> <li>• Dr. Wright opened the meeting at 1:06 pm.</li> <li>• Ms. Block stated that the Goals of the committee are always included at the top of the Agenda. No changes recommended.</li> </ul>	Quorum achieved.
<b>Approval of Minutes</b> <ul style="list-style-type: none"> <li>• February 22, 2016</li> <li>• April 26, 2016</li> <li>• May 24, 2016</li> </ul>	<ul style="list-style-type: none"> <li>• Motion to approve minutes of February 22, 2016; April 26, 2016 and May 24, 2016.</li> </ul>	Ms. Lange made a motion to approve all three meeting minutes. Second by Ms. Puddefoot. The motion carried unanimously.
<b>ELC Update</b>	<ul style="list-style-type: none"> <li>• Ms. Block stated that the ELC is responding to School Readiness and VPK changes.</li> <li>• Changes for School Readiness include 12 month eligibility certifications and the upper end of income cap has been raised.</li> </ul>	

	<ul style="list-style-type: none"> <li>Ms. Block discussed the Regional Work of the ELC and the Future Ready Collier work. She further discussed that the November board meeting will be at the Career Source office in Naples so that a presentation can be made by Future Ready Collier.</li> <li>Ms. Block also discussed that the ELC is working closely with DCF to respond to changes to the background screening requirements.</li> </ul>	
<b>Proposed By-Laws Change 9.28.16</b> <ul style="list-style-type: none"> <li>Draft Clarification of Officer's Terms</li> </ul>	<ul style="list-style-type: none"> <li>This update was recommended to clearly define board terms.</li> </ul>	<p>Motion by Mr. Wozniak to accept changes to the By-Laws. Second by Ms. Puddefoot. The motion carried unanimously. This motion will be recommended to the Executive Committee.</p>
<b>Review of Board Vacancies and Recruitment Efforts</b> <ul style="list-style-type: none"> <li><b>Member Changes</b> <ul style="list-style-type: none"> <li>Curt Neary, Resignation</li> <li>John Ahern, Resignation</li> <li>Stephanie Busin, Appointment</li> </ul> </li> <li><b>Board Roster as of 8.15.16</b></li> <li><b>Membership Analysis (by county) 8.15.16</b></li> </ul>	<ul style="list-style-type: none"> <li>Ms. Block discussed the board analysis of member terms and county designations.</li> <li>Ms. Block stated that previous discussions indicated that the board membership might be disproportionate to Hendry County. An analysis of the board membership revealed that the committee may want to consider a waiver from OEL to have the Private for Profit Child Care Provider slot remain in Collier County rather than rotating the slot to Hendry County.</li> </ul>	<p>Ms. Puddefoot made a motion to request a waiver to keep the seat for the Private for Profit Child Care Provider in Collier County. The motion was seconded by Mr. Wozniak. Ms. Lange abstained. The motion carried.</p> <p>Ms. Block will follow-up on the request of waiver.</p>
<b>Draft Agenda: Joint Board Meeting with Sarasota ELC</b>	<ul style="list-style-type: none"> <li>Ms. Block has a meeting this Friday with Ms. Kahn and Mr. Carvajal to finalize the agenda for the joint meeting.</li> </ul>	<p>Ms. Block will finalize and distribute the agenda for the Joint Board Meeting.</p> <p>Ms. Block will provide lunch numbers to Dr. Wright by September 2, 2016.</p>
<b>Other discussion</b>	<ul style="list-style-type: none"> <li>No additional items were discussed.</li> </ul>	
<b>Adjournment</b>	<p>The meeting adjourned by acclamation at 1:35 p.m. by Dr. Wright.</p>	
<b>Next meeting</b>	<p>October 25, 2016, 3:00 pm</p>	<p>Ms. Block will send out electronic poll to potentially change the time of this meeting to a different time.</p>