



EARLY LEARNING COALITION OF SOUTHWEST FLORIDA

Nominations & By-Laws Committee

Meeting Minutes

Tuesday, February 7, 2017

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 ELCSWFL Bylaws are current, reflect all legal requirements, and reviewed annually for Board approval.
- Confirm that the ELCSWFL Board Policies are reviewed and approved annually by Board of Directors.
- Provide oversight that the ELCSWFL 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 *Provost and Vice President Academic Affairs, Florida Southwestern State College*; **Jennifer Lange**, Director, *Little People's School, Naples*.

Committee Members Absent: **Trina Puddefoot**, *Executive Director, Early Steps/Health Planning Council*; **Stephanie Busin**, *Designee, Glades County Board of County Commissioners*

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

Agenda Items	Discussion	Action/Assignments
Opening of Meeting Welcome and Introductions	Dr. Wright opened the meeting at 3:05 pm.	<ul style="list-style-type: none"> • A quorum was not available.
Approval of Meeting Minutes for October 25, 2016		Table for approval at the April 4, 2017 meeting.
ELC Update	<ul style="list-style-type: none"> • Andrew Wozniak resigned his board membership. • OEL approved the waiver to extend Jennifer Lange's term through 2017. 	
By-laws Revision <ul style="list-style-type: none"> • Addition of 3.1.3.1 Membership • Consideration of Health, Safety, Developmental Services Committee 	<ul style="list-style-type: none"> • Agreed to share the proposed By-Laws change with the Executive Committee. This will allow the Board to adjust membership numbers to ensure proper representation by county. • Ms. Block talked about the current status of the committee. It no longer recommends policies to the 	<ul style="list-style-type: none"> • Susan Block will include the proposed update to the By-Laws at the March 8 2017 Executive Committee meeting • Susan Block will create a one-page description related to HSDS

	board and there is a question about its purpose. The committee agreed to move discussion about dissolving HSD committee to the Executive Committee	
Review of Board Vacancies and Recruitment Efforts: <ul style="list-style-type: none"> Additional Vacancy: Collier Business Seat 	<ul style="list-style-type: none"> 4 business seats and 1 gubernatorial appointment needed to fill all board vacancies. The committee talked about the effectiveness of individuals 	<ul style="list-style-type: none"> Members are encouraged to submit potential member names to Susan Block.
New Member Orientation <ul style="list-style-type: none"> Overview of Current Process and Orientation Notebooks 	<ul style="list-style-type: none"> There was discussion about the new member orientation process. The notebook is delivered by Susan Block when she meets with each new member. No changes were recommended 	
Board Development <ul style="list-style-type: none"> Review of Self-Assessment and Discussion of Relevant Board Training Sunshine Law Training, March Board meeting 	<ul style="list-style-type: none"> The Committee reviewed the results of the December 2016 Board Self-Assessment. Overall, the response was positive. No changes recommended. Ms. Block has scheduled the Coalition's attorney to conduct Sunshine Law Training at the March 22, 2017 Board meeting 	
Adjournment	<ul style="list-style-type: none"> The meeting ended at 3:50 pm 	
Next Meeting:	<ul style="list-style-type: none"> April 4, 2017 	

*All meetings will be held at 2675 Winkler Avenue, Fort Myers, FL 33901 unless otherwise announced.
A call-in option is available – please let Susan Block if you plan to call in. Call in # 712-432-1500, Access Code 826749#
Meeting materials are available on the ELC SharePoint*