



**EARLY LEARNING COALITION OF SOUTHWEST FLORIDA**  
**Nominations & By-Laws Committee**  
**Meeting Minutes**  
**Tuesday, April 4, 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*; **Stephanie Busin**, *Designee, Glades County Board of County Commissioners (via phone)*

**Committee Members Absent:** **Trina Puddefoot**, *Executive Director, Early Steps/Health Planning Council*;

**Staff Members:** 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>• Dr. Wright opened the meeting at 3:11 pm.</li> </ul>	<ul style="list-style-type: none"> <li>• A quorum was established</li> </ul>
<b>Welcome and Introductions</b>		
<b>Approval of Meeting Minutes for</b> October 25, 2016 & February 7, 2017	<ul style="list-style-type: none"> <li>• Motion to Approve the October 25, 2016 minutes.</li> <li>• Motion to approve the February 7, 2017 minutes</li> </ul>	<ul style="list-style-type: none"> <li>• Motion by Stephanie Busin; Second, by Jennifer Lange. Motion approved</li> <li>• Motion by Jennifer Lange; Second, by Stephanie Busin. Motion approved</li> </ul>
<b>ELC Update</b>	<ul style="list-style-type: none"> <li>• Susan Block reported that currently, there are no pending bills in the Legislature that would impact governance.</li> </ul>	
<b>By-laws Revision</b> No changes at this time	<ul style="list-style-type: none"> <li>• Susan Block clarified that all language referring to the HSDS Committee will be removed from the By-laws that were approved 3.22.17</li> </ul>	

<p><b>Review of Board Vacancies and Recruitment Efforts:</b></p> <ul style="list-style-type: none"> <li>• Discussion: Vacant Business Seats</li> <li>• Discussion: Member Recruitment Plan</li> </ul>	<ul style="list-style-type: none"> <li>• 4 business seats and 1 gubernatorial appointment needed to fill all board vacancies.</li> <li>• Susan Block has inquired recently with the Governor's Appointments Office as well as the Office of Early Learning about the status of appointments. To date, there have been no responses.</li> <li>• Proportionate representation would be 2 from Hendry/Glades, 4 from Collier and 8 from Lee County</li> </ul>	<ul style="list-style-type: none"> <li>• Members are encouraged to submit potential member names to Susan Block.</li> <li>• Jennifer Lange and Stephanie Busin will make inquiries to prospective business sector members in their communities</li> <li>• Susan Block will request technical assistance from OEL staff on proportionate representation.</li> </ul>
<p><b>Board Development</b></p> <ul style="list-style-type: none"> <li>• Discussion: Planning for Regional ELC meeting</li> </ul>	<ul style="list-style-type: none"> <li>• The Committee discussed possible plans for a regional ELC Board meeting similar to the one held in September, 2016. There was agreement on the location and general format. Dr. Wright expressed a desire to include the ELC Heartlands Board. Susan Block suggested that Dr. Larry Miller, Dean of the FSW Education Department, present on the findings of the ECE Cost Study. A fall date will be determined and the meeting will be held at FSW in Charlotte County. Dr. Wright will cover the cost of lunch for the meeting.</li> </ul>	<ul style="list-style-type: none"> <li>• Susan Block will contact Dr. Miller about presenting at the joint board meeting.</li> <li>• Susan Block will reach out to Janet Kahn, Sarasota ELC Executive Director about plans for the regional meeting.</li> <li>• Susan Block will reach out to Anne Bouhebert about the participation of the Heartlands ELC Board.</li> </ul>
<p><b>Adjournment</b></p>	<ul style="list-style-type: none"> <li>• The meeting ended at 3:50 pm</li> </ul>	
<p><b>Next Meeting:</b></p>	<ul style="list-style-type: none"> <li>• <b>May 23, 2017</b></li> </ul>	

*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*