



EARLY LEARNING COALITION OF SOUTHWEST FLORIDA
Nominations & By-Laws Committee
Meeting Minutes
May 1, 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*;; **Kim Ross**, *Ross Dynasty Cares (via phone)*; **Scott Bass**, Superintendent, Glades County Public Schools; **Selina Jefferson**, Dew of Hermon Child Care.

Committee Members Absent: **Elizabeth Pinedo**, *Early Steps/Health Planning Council*

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

Agenda Items	Discussion	Action/Assignments
Opening of Meeting Welcome and Introductions	<ul style="list-style-type: none"> • Dr. Wright opened the meeting at 3:02 pm. 	<ul style="list-style-type: none"> • Quorum was established
Approval of Meeting Minutes for <ul style="list-style-type: none"> • December 12, 2017 	<ul style="list-style-type: none"> • Motion to approve December 12, 2017 meeting minutes. 	<ul style="list-style-type: none"> • Motion by Ms. Ross; Second by Mr. Bass. Motion approved.
ELC Update	<ul style="list-style-type: none"> • Ms. Block reported on HB 1091, the Early Learning Accountability Bill which include program assessment, child assessment and returns local decision-making to the Coalition Board for School Readiness Priorities. HB 7055 strengthens the authority of the Coalition to terminate provider contracts where Class 1 DCF Violations are involved. • The Committee discussed the potential need for a standing Appeals Committee. 	<ul style="list-style-type: none"> • Motion to develop language for a standing appeals committee to be developed by Mr. Bass; Second by Ms. Jefferson. Motion approved.

ELC Regional Board Meeting	<ul style="list-style-type: none"> Ms. Block reported that the ELCs of Florida’s Heartland and Sarasota would like to schedule a fall meeting 	<ul style="list-style-type: none"> The tentative date of October 12, 2018, will be presented to the board.
Review of Board Vacancies and Recruitment Efforts: <ul style="list-style-type: none"> Board Secretary Vacancy Governor’s Appointees: Status 	<ul style="list-style-type: none"> Ms. Block talked about the need to fill vacancies at the Vice Chair and Secretary positions. It was agreed that an email would be sent to board members to see if current members are interested. Ms. Block spoke with the appointments office. Victor Mraz has an application on file to be considered as Chair; Katie Haas has a member application on file; Doug Szabo and Jason Himschoot are going to complete their applications at the office. Danna Breeden has been appointed to the Board to assume responsibilities for the Collier Department of Health designee. She is taking the place of Stephanie Vick, effective immediately. 	
Board Policies <ul style="list-style-type: none"> Review of Proposed 2018 Legislative Changes and Impact on Policies Review of Bylaws and Governance Policies 	<ul style="list-style-type: none"> Ms. Block talked about the need to update policies based on 2018 legislative changes. Also, it would be timely to review the Coalitions’ By-laws and Governance policies at the same time. The committee agreed to work on these policies over the summer 	<ul style="list-style-type: none"> .By-laws and Governance Policy updates to be included in the next meeting agenda.
Adjournment	<ul style="list-style-type: none"> The committee talked about next year’s calendar and agreed that it would continue to meet on Tuesdays at 3:00. 	<ul style="list-style-type: none"> Ms. Block will present a calendar at the next meeting
Next Meeting:	<ul style="list-style-type: none"> May 22, 2018 	<ul style="list-style-type: none"> Motion to adjourn at 3:48 pm by Mr. Bass; Seconded by Ms. Ross. Motion approved.

*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 # 515-603-4913, Access Code 826749#
Meeting materials are available on the ELC SharePoint*