



EARLY LEARNING COALITION OF SOUTHWEST FLORIDA

Nominations & By-Laws Committee

Meeting Minutes

May 22, 2018

3:00 pm

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: **Dr. Denis Wright**, Chairperson *Provost and Vice President Academic Affairs, Florida Southwestern State College*; **Elizabeth Pineda**, *Early Steps/Health Planning Council*; (*Via phone*); **Kim Ross**, *Ross Dynasty Cares*; (*Via phone*)

Committee Members Absent: **Scott Bass**, *Superintendent, Glades County Public Schools*; **Selina Jefferson**, *Dew of Hermon Child Care*.

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

Agenda Items	Facilitator/Presenter	
Welcome and Introductions	<ul style="list-style-type: none"> • Meeting opened at 3:08pm and quorum established at 3:10 pm. 	
Approval of Meeting Minutes for <ul style="list-style-type: none"> • May 1, 2018 	<ul style="list-style-type: none"> • Draft minutes from the May 1, 2018 committee meeting were presented. 	Motion to accept the minutes by Kim Ross and seconded by Elizabeth Pinedo. Motion passed.
ELC Update	<ul style="list-style-type: none"> • Ms. Block talked about two upcoming changes impacting the ELC – the implementation of the portal for School Readiness and the implementation of HB 1091, the early learning legislation. 	
ELC Regional Board Meeting <ul style="list-style-type: none"> • October 12, 2018 	<ul style="list-style-type: none"> • Denis Wright confirmed that the space and lunch for the 10/12/18 Regional Board meeting is confirmed for 10 am-1:00 pm and Florida Southwestern's Charlotte Campus. Dr. Grass will be the opening speaker. 	Board members will be surveyed on their preference for topics at the meeting.

<ul style="list-style-type: none"> Keynote: Dr. Saralyn Grass, ED, Association of Early Learning Coalitions 		
<p>Review of Board Vacancies and Recruitment Efforts:</p> <ul style="list-style-type: none"> Nominee for Board Vice-Chair: Victor Mraz Nominee for Board Secretary: Selina Jefferson Governor's Appointees: Status DCF Designee: Demetra Jordan (5/21/18) 	<ul style="list-style-type: none"> Currently, the Vice-Chair and Secretary positions are vacant on the Board. In response to a May 1, 2018 email to board members, Victor Mraz volunteered to be Vice-Chair. Selina Jefferson volunteered to serve as Secretary to take Joe Paterno's place on the Executive Committee. Ms. Block contacted the Governor's office today regarding the status of appointments and is awaiting a return phone call. DCF appointed Demetra Jordan as the designee taking the place of Sherrie Quevedo effective 5/21/2018. 	<p>Motion to forward the nominations for Vice Chair and Secretary as presented to the Executive Committee. Motion by Elizabeth Pinedo and seconded by Kim Ross. Motion passed.</p>
<p>Board Policies</p> <ul style="list-style-type: none"> Review of Bylaws and Governance Policies (Summer Project) 	<ul style="list-style-type: none"> Based on the Committee discussion at the May 1, 2018 Committee meeting, Ms. Block will work on the draft Bylaws and Governance Policies with Dr. Wright over the summer. 	<p>Ms. Block will share the draft policy changes with the entire committee, once available.</p>
<p>Proposed 2018-19 Meeting Schedule</p>	<ul style="list-style-type: none"> Committee reviewed the proposed schedule for the 2018-2019 fiscal year. 	<p>Motion to accept the meeting calendar by Kim Ross and seconded by Elizabeth Pinedo. Motion passed</p>
<p>Adjournment</p>	<ul style="list-style-type: none"> Ms. Block thanked the committee for its work over the past year in support of the ELC. 	
<p>Next meeting – (pending approval of meeting schedule)</p>	<p>September 4, 2018, 3 pm</p>	<p>Meeting appointments will be sent to committee members</p>

All meetings will be held at 2675 Winkler Avenue, Fort Myers, FL 33901 unless otherwise announced.