



Early Learning Coalition of Southwest Florida
Nominations and Bylaws Committee
Meeting Minutes
Tuesday, August 25, 2015, Via Phone

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

Committee Members Present: Teleconference - Jill Turner, Chairperson, CEO, Child Advocacy Center; Andrew Wozniak, Esq., Private Sector-Collier; Trina Puddefoot, Executive Director, Early Steps/Health Planning Council & Jennifer Lange, Director, Little People’s School, Naples.

Committee Members Absent: None

Staff Present: Susan Block, Chief Executive Officer; Tom Bamrick, COO

Agenda Items	Discussion	Action/Assignments
Opening of Meeting	Ms. Turner welcomed those on the call.	Quorum met.
Approval of August 25, 2015	Motion to approve minutes of May 25, 2015	J. Lange motioned to approve, A. Wozniak seconded the motion. Minutes approved.
ELC Update	<ul style="list-style-type: none"> • A policy related to the OEL Grant Agreement was presented by S. Block. Motion requested to accept the policy OEL Grant Agreement as a general rule of Policy for the ELC Board. <p>Proposed Motion: <i>The ELC Board of Directors adopts the terms of the 2015-2016 grant agreements with the State of Florida Office of Early Learning. Where there is any conflict between ELC policies and the terms of this grant agreement, resolution occurs</i></p>	<p>Mr. Wozniak proposed motion to approve. Ms. Puddefoot seconded the motion.</p> <p>The proposed policy will be presented for consideration at the 10/14/15 Executive Committee meeting.</p>

	<p><i>in the following order of priority. If a lower priority law (policy) contains a stricter requirement, the stricter requirement prevails:</i></p> <ol style="list-style-type: none"> 1. Federal law 2. State law 3. The agreement 4. The CCDF State Plan (CCDF=Child Care Development Fund) 5. Board Policies, Early Learning Coalition of Southwest Florida <ul style="list-style-type: none"> • Ms. Block reported that we will begin the new fiscal year with an estimated \$400,000 deficit. There were 24 coalitions that reported deficits for FY 14-15. • Ms. Block reported that she has begun to visiting our legislative representatives in preparation for the Florida Legislative Session which begins January 2016. 	
<p>Discussion of Board Membership</p>	<ul style="list-style-type: none"> • Joseph Pepe has been appointed by the Glades County BOCC to replace Robert Kosiba on the board. Resume and application attached for committee review. • Maureen Ungarean was appointed to represent the Collier County School District to replace Mike D’Amico.. Letter of appointment attached for committee review. • Ms. Block stated that the ELC awaits decision from the Governor’s office about the appointment of a third member. • Ms. Block is still working on private sector membership for Glades and Collier to complete the Board roster. • Ms. Block reviewed the current board terms and noted that both Mr. Mraz and Ms. Lane will end their current terms as of December 31, 2015. • Ms. Block noted that Victor Mraz had filled the unserved portion of the 4 year term of Dan England and therefore, was eligible to begin his first four year term. 	<p>No action needed</p> <p>Ms. Block will clarify that the statute allows Mr. Mraz to begin a full four year term and ask him if he is interested in starting his first full term.</p>

	<ul style="list-style-type: none"> • Ms. Lane is eligible to serve a second term. • Dr. Denis Wright has agreed to become a member of the NB Committee. • Ms. Turner's second term ends December 31, 2015 and will be rotating off the Board. A Committee Chairperson for the NB committee needs to be appointed 	Ms. Block will ask Ms. Lane if she is interested in serving a second term.
Work Plan Discussion	<ul style="list-style-type: none"> • Ms. Block and Committee members discussion various ways to improve the new board member orientation. 	Ms. Block will include suggestions offered by committee members to improve the new member orientation process.
Adjournment	The meeting adjourned by acclamation at 3:30 p.m. by Ms. Turner.	
Next Committee Meeting	November 17, 2015	

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