



EARLY LEARNING COALITION OF SOUTHWEST FLORIDA

Nominations & By-Laws Committee

Meeting Minutes

October 27, 2020

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. Kelly Roy**, Chair Professor/Early Childhood Education Coordinator, Florida Southwestern State College; **Kim Ross**, Ross Dynasty Cares (via Zoom); **Selina Jefferson**, Dew of Hermon Child Care

Committee Member, Absent: **Kim Jordan**, Interim Superintendent, Glades County Public Schools; **Roger Mercado**, Director, Lee County Human and Veteran Services, Designee-Lee Board of County Commissioners;

Staff Members: **Susan Block**, Chief Executive Officer;

Agenda Items	Discussion	Actions
Welcome and Introductions: Committee Update	<ul style="list-style-type: none"> • Dr. Roy opened the meeting at 3:07 	
Approval of Meeting Minutes for <ul style="list-style-type: none"> • October 29, 2019, January 7, 2020, April 21, 2020, May 19, 2020 & September 15, 2020 	<ul style="list-style-type: none"> • Quorum established 	<ul style="list-style-type: none"> • Motion to approve the minutes from October 29. 2019, January 7, 2020 and April 21, 2020, May 19, 2020 & September 15, 2020 by Kim Ross. Second by Selina Jefferson. Motion approved.
ELC Update	<ul style="list-style-type: none"> • ELC staff continue to work from the office. • There is no legislative update at this time. 	
Review of Board Vacancies and Recruitment Efforts: <ul style="list-style-type: none"> • Current Roster: Status Update 	<ul style="list-style-type: none"> • Ms. Block received notification from the administrator of the Lee County Health Department that Ms. Char-Nequa (Shay) Smith will serve as it’s designee from January 2021 – 	<ul style="list-style-type: none"> • A motion to nominate Kim Ross for a second term, January 2021 – December 2025 was made by

<ul style="list-style-type: none"> - Motion to nominate Kim Ross to second term - Lee DOH Designee, Char-Nequa Smith - CCPS Head Start Designee, TBA - Slate of Officers – Annual Meeting, January 2021 • Governor’s Appointees: Status <ul style="list-style-type: none"> • Mini-trainings for Board Members - Next training: Eligibility process – Appeal - * January: New Member Introduction and Orientation 	<p>December 2025. I have been in touch with Ms. Smith and a new member orientation is scheduled</p> <ul style="list-style-type: none"> • No designee has been identified yet from Collier County Public Schools. • January’s Board meeting is the Annual Meeting (per By-Laws) and our slate of officers begins (continues) their term as of January. Members agreed that Susan Block will address current officers to confirm their willingness to serve in their current capacity during 2021. 	<p>Selina Jefferson. Second by Kelly Roy. Motion approved.</p> <ul style="list-style-type: none"> • Motion to confirm current officers as the slate for 2021 made by Selina Jefferson. Second by Kim Ross. Motion approved. • Susan Block will write to the officers to confirm their commitment to serve as officers in 2021.
<p>Board Development</p>	<ul style="list-style-type: none"> • The mini-trainings for members at the September meeting were well received. • At the November meeting, we will highlight the eligibility process for incoming School Readiness Families and the Appeals Hearing Committee. Kim Usa will work with her staff to develop the training. Gilda Duran, Director of Risk Management, will provide an overview of the appeal process. • Susan Block asked for input about how to orient the two new board members at the January 2021 meeting. We will invite board members to talk about their experiences, and tips for participating on this board. 	
<p>Meeting adjournment</p>	<ul style="list-style-type: none"> • Meeting adjourned at 3:27 pm 	<ul style="list-style-type: none"> • Next committee meeting is 1/5/2021, 3 pm.

Meetings are held via Zoom.