

Approved at the May 29, 2019 Governance Committee meeting Early Learning Coalition of Broward County Governance Committee Meeting Minutes

September 27, 2018 – 1:00 pm 6301 NW 5th Way, Suite 3400, Fort Lauderdale, FL 33309

- Members in Attendance: Michael Asseff, Chair; Mason Jackson
 Members Absent: Laurie Sallarulo
 Staff in Attendance: Renee Jaffe, CEO; Christine Klima, CAO; Howard Bakalar, COO; Alex Browning, Director of Communications; Irene Ramos, Executive Assistant
- Others in Attendance: Jacob Jackson, General Counsel via phone

Item	Action/Discussion	Follow-up
Welcome & Call to Order	The Chair called the meeting to order at 1:07 pm. A Roll Call was done and a guorum was established.	

Regular Business: Approve the May 29, 2018 meeting minutes and the June 6, 2017 meeting minutes	The draft May 29, 2018 meeting minutes were revised with clarifications based on member edits in response to the emailed board packet. Revised meeting minutes were distributed. Changes to the minutes included clarification of reasons the ELC was not pursuing COA re-accreditation and clarification that no recommendation on bonus amounts were made at the May 29 th Governance meeting. <i>The bonus pay and bonus pay amount discussion was passed on to the Executive Committee for further discussion without any specific recommendation.</i>	
Approve HR Policies	A motion was made by Michael Asseff to approve the changes made to the May 29, 2018 minutes and include clarification of bonus pay amount. Seconded by Mason Jackson. Unanimously approved.	
	Clarification to the June 6, 2017 meeting minutes were made as indicated with the current meeting minutes to reflect the changes made for approval. (<i>Amended as per Governance Committee Meeting May 29, 2019</i>)	
	A motion was made by Michael Asseff to approve the June 6, 2017 minutes with the clarifications made. Seconded by Mason Jackson. Unanimously approved.	
	Because of the changes to the organization's business model, some of the human resource policies have become obsolete or outdated. New and/or updated policies were presented and reviewed with discussion, suggestions and clarifications made to wording. Both new and revised policies were reviewed by the human resources manager and legal counsel.	
	A motion was made by Michael Asseff to approve the human resource policies with the suggested changes discussed. Seconded by Mason Jackson. Unanimously approved.	

Approve Continuation of Operations Plan COOP 2018	Changes to the Continuation of Operations Plan (COOP) reflect removal of services no longer subcontracted, the larger size of the organization, staff member changes and overall a more concise document. The updated plan includes a revised communications plan to reflect newer technology, servers and updated phone system on the cloud to minimize risk of interruption of services during a natural state of disaster. It also identifies strategically located alternate work sites for continuance of operations in and outside of the County.	
	A suggestion was made to designate a second officer in the chain of command to act as the emergency coordinating officer. The second emergency coordinating officer should be the Chief Operating Officer.	
	A motion was made by Michael Asseff to approve the Continuation of Operations Plan (COOP) 2018 with the suggested change. Seconded by Mason Jackson. Unanimously approved.	
Parent Representative Board member	Currently, one of the two parent representative board members has moved out of the county leaving an open seat. ELC staff informed committee members parent representatives are not statutorily required by the State however the board is required to maintain a certain number/percentage of private business members. The Committee agreed that the Parent Representative Board member seat should be a private business seat complying with the private business member requirements. They also requested ELC staff research when, how and why the parent board seat was initially approved.	
New Business	None	
Matters from the Chair	None	
Matters from the Committee	There was no discussion.	

Public Comment	There was no comment.	
Next Meeting Date	TBD	
Adjourn	The meeting adjourned at 2:05pm.	

These minutes contain the action items of the Governance Committee meeting of the Early Learning Coalition of Broward. They do not include all the Committee's discussions or comments on each matter or issue raised during the meeting. A tape recording of the meeting is held in the Coalition office. Corrections from the Committee will be taken prior to approval at the next meeting.