



Approved at June 11, 2021 Governance Committee Meeting

Early Learning Coalition of Broward County

Governance Committee Meeting Minutes

December 10, 2020 – 11:00 AM

VIRTUAL MEETING

Members in Attendance: Dawn Liberta, Chair; Laurie Sallarulo; Michael Asseff; Cara Cerchione

Staff in Attendance: Renee Jaffe, CEO; Howard Bakalar, CPO; Judith Merritt, COO; Christine Klima, CAO; Elsy Silvestre, Executive Assistant

Others in Attendance: Jacob Jackson, General Counsel

Item	Action/Discussion
Welcome & Call to Order	Dawn Liberta, Chair called the meeting to order at 11:05 AM. Roll Call was done and a quorum was established.
Consent Agenda: Approve September 11, 2020 meeting minutes	A Motion was made by Michael Asseff to approve the September 11, 2020 meeting minutes. Seconded by Cara Cerchione. Unanimously approved.
Regular Business: a. GOV213RB1 - Approve Board member roles and responsibilities document b. GOV213RB2 – Review current Board composition and discuss Board member criterion	Approve Board Member Roles and Responsibilities Document: The Executive Committee Meeting recommended on January 30, 2020 to the Board that the Governance Committee create an overview document of board member responsibilities and expectations as well as suggest skillsets/background and criteria that would be valuable in new members. Due to the pandemic this had been placed on hold, until now. ELC staff developed the Board member roles and responsibilities and are bringing this forward for approval. A Motion was made by Michael Asseff to approve Board member roles and responsibilities document. Seconded by Cara Cerchione. Unanimously approved. Board Member Composition and Board Member Criterion Previous COO, Perry sent a board matrix to Board members that analyzed the composition of the board. A Board composition matrix was developed and adjusted slightly based on feedback from Governance Committee members who responded with feedback. CEO provided the following information regarding the Board members: The Board is made up of 22% African American; 11% Caribbean/West Indian; 39% Caucasian; 22% Hispanics. There are currently no Asian or Native American Board Members and 6% other. 67% female and 33% male. COO discussed further the Board matrix. Currently there are three gubernatorial candidates and 1 vacancy in gubernatorial candidate sector. There are a total of 18 Board Members. There is currently an application pending for Zachary Talbot for the one vacant gubernatorial appointee position. In the meantime, Zachary Talbot was approved for a private sector position on the Board. Once the governor approves the position we would move him to the gubernatorial seat. We would then fill Zachary’s seat. We can go up to a maximum of 30 members.

	<p>Cara asked if there a way to put a family/home care center provider rep on the board. Other ELC's do have one. Cara wants to make sure that everyone is represented.</p> <p>Legal counsel mentioned that it is not allowed to have a family/home care center rep, they would have to be one of the two provider seats or a private business sector. No specific designation of the seat.</p> <p>There was a discussion related to the skillsets that are missing from the Board. CEO mentioned that there was an internal meeting to discuss this and encouraged discussion amongst the committee members.</p> <p>Committee member Laurie spoke about her Board and what they did to bring diversity and different skillsets to the Board. The goal was to reflect the demographics of their community.</p> <p>Chair wanted to discuss the skills of the Board, CEO mentioned the areas we are missing are banking, fundraising, fundraising planned giving, legal, public relations, marketing and IT.</p> <p>Laurie mentioned that she felt that technology is an important expertise to have. CEO mentioned bankers could be beneficial. Laurie mentioned that we should have specific goals in the strategic plan and that marketing, PR are important expertise to have so that we can have help promoting ELC services.</p> <p>Cara wanted to have more access to comprehensive social work. CEO mentioned that we are having those conversations internally. Some board members that can connect families to services.</p> <p>CPO mentioned that it would be beneficial to look into philanthropic organizations that give money towards these causes like United Way or a large foundation, because they would help with supportive services. CEO mentioned that we are internally discussing a resource event for available services in the community for providers and parents.</p> <p>CEO asked if we want to recruit more members for the Board and what were the areas of expertise we wanted to look at. Chair said she would like to recruit for banking.</p> <p>Laurie said best recruiters are the board and that ELC staff should develop a document and outline for the board some of the areas that we are looking for, industry and skill set, so we can start to identify some possible candidates when we are out in the community.</p> <p>We should start the recruiting process and update the Board at the next Board Meeting.</p>
Other Business	None
Matters from the Chair	None
Matters from the Comm.	There was no discussion.
Public Comment	There was no comment.
Next Meeting Date	<ul style="list-style-type: none"> • February 10, 2021 at 1:30PM
Adjourn	Michael Asseff moved to adjourn the meeting. The meeting adjourned at 11:59 AM

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.