



**Approved May 1, 2025, Governance Committee Meeting**  
**Early Learning Coalition of Broward County, Inc.**  
**Governance Meeting Minutes**  
**February 3, 2025, at 1:00 PM**  
**Zoom Meeting**

Members in Attendance	Chair Dawn Liberta; Michael Asseff; Carol Hylton; Renee Podolsky
Members Absent (Excused)	Kirk Englehardt; Amoy Reid; Laurie Sallarulo
Members Absent (Unexcused)	
Staff in Attendance	Renee Jaffe, CEO; Judith Merritt, COO; Howard Bakalar, CPO; Melody Martinez, Board Liaison; Beverly Hung, Director of HR
Others in Attendance	Julie Klahr, Legal Counsel

Item	Action/Discussion
Welcome & Call to Order	Chair Dawn Liberta called the meeting to order at 1:01 PM. The roll was called, and a quorum was established.
<b>Consent Agenda</b>  1. Approve December 3, 2024, meeting minutes	A <b>Motion</b> was made by Renee Podolsky and <b>Seconded</b> by Carol Hylton to approve the Consent Agenda. The motion was <b>Unanimously Approved. Motion Passed.</b>
<b>Regular Committee</b>  1. GOV253RB1 – Approve HR Policy Updates          2. GOV253RB2 – Approve Annual Board Survey Questions and Board Retreat Questions	<p><u><b>Approve HR Policies</b></u></p> <p>Judith Merritt, COO, provided an overview of the changes to the HR policies outlined in the Employee Handbook.</p> <p>A discussion followed regarding several of the revisions. Carol Hylton suggested implementing a form for reasonable accommodation requests, allowing individuals to clearly specify their needs, which would enable a straightforward response. She noted that this approach has been effective for her organization and could be beneficial for ELC. Beverly Hung, Director of HR, clarified that a similar form is already in place at the ELC.</p> <p>A <b>Motion</b> was made by Michael Asseff and <b>Seconded</b> by Carol Hylton to Recommend the Board approve the revised HR Policies. The motion was <b>Unanimously Approved. Motion Passed.</b></p> <p><u><b>Approve Board Annual Survey &amp; Retreat Questions</b></u></p> <p>Judith Merritt, COO, reviewed the Board Survey Questions.</p> <p>A discussion followed regarding the Board questions and everyone agreed these should remain the same so comparisons can be made to the prior 3 years.</p> <p>After a discussion on the Board Retreat questions, Carol Hylton recommended removing team building from item #3.</p> <p>A <b>Motion</b> was made by Michael Asseff and <b>Seconded</b> by Renee Podolsky to Recommend the Board approve:</p> <ul style="list-style-type: none"> <li>• The Annual Board survey for Section One Board Self-Assessment.</li> <li>• The Annual Board survey for Section Two Overall Board Assessment.</li> <li>• The Annual Board survey for Section Three Staff Board Assessment.</li> <li>• The Proposed Board Retreat Questions.</li> </ul> <p>The motion was <b>Unanimously Approved. Motion Passed.</b></p>

<b>Unfinished Business</b>	None
<b>New Business</b>	None
<b>Matters from the Chair</b>	None
<b>Public Comments</b>	None
<b>Next Meeting</b>	<a href="#">March 3, 2025</a>
<b>Adjourn</b>	Meeting adjourned at 1:44 PM by Michael Asseff.

*These minutes contain the action items of the Board meeting of the Early Learning Coalition of Broward. They do not include all of 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 before approval at the next meeting.*