



APPROVED AT SEPTEMBER 2, 2020 GOVERNANCE MEETING

Early Learning Coalition of Broward County

Governance Committee Meeting Minutes

August 24, 2020 – 2:00 PM

1475 W. Cypress Creek Road, Suite 301, Fort Lauderdale, FL 33309

Members in Attendance: Dawn Liberta, Chair; Mason Jackson; Michael Asseff; Cara Cerchione

Members Absent: Laurie Sallarulo

Staff in Attendance: Renee Jaffe, CEO; Howard Bakalar, CPO; Judith Merritt, COO; Christine Klima, CAO; Hubert Cesar, CIO; 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 2:00 PM. Roll Call was done and a quorum was established. CEO welcomed everyone and introduced our new COO, Judith Merritt.
Consent Agenda: Approve November 18, 2019 meeting minutes	A Motion was made by Mason Jackson to approve the November 18, 2019 minutes. Seconded by Michael Asseff. Unanimously approved
Regular Business: a. GOV203RB1 – COOP Update	<p>COOP Update:</p> <p>There were updates added to the COOP reflecting language regarding communicable disease events, in order to comply with recent COVID 19 pandemic. In addition, the index was revised to reflect those changes.</p> <p>Mason asked about the executive orders from the governor as listed in the COOP. He stated he didn't feel comfortable with the language. Legal counsel discussed the language with Mason. Mason stated that we should not be bound by a recommendation by the Governor if we do not agree with recommendation. Mason recommended removing the word "recommendation" from the sentence in the COOP page 4 II-3 number 4, second sentence. <i>(page number was not provided by Mason, was added for reference purposes only).</i></p> <p>Mason also had a question about identifying a person by name, can the title of the person be identified instead. CEO replied that this was something OEL mandated, but that we would further investigate.</p> <p>FOLLOW UP: Renee to find out if OEL requires names to be listed, if not, then make changes to delete names and just add title of the person.</p> <p>A Motion was made by Mason Jackson to remove the word "recommendation" from the COOP agreement page 4 section II-3 second sentence and approving the rest of the COOP. Michael Asseff Seconded. Unanimously approved.</p>

<p>b. GOV203RB2 - Return to Office Plan 2020</p>	<p>Return to Office Plan 2020:</p> <p>The ELC of Broward has developed a Return to Office Plan. This plan has been developed, following guidelines from the CDC, OSHA, ADA as well as state and local officials. This is not an operational plan, this is a plan that has been developed to ensure staff and client safety.</p> <p>Legal counsel stated that he had reviewed the plan, however had several questions for the CEO in regards to it and was not comfortable signing off at this time. Mason indicated he was not comfortable voting on the plan without legal review. Mason also has some questions/observations for Renee.</p> <p>Mason thanked our HR Manager, Beverly Hung for her research and work on the Return to Office Plan.</p> <p>FOLLOW UP: Legal Counsel to send questions to Renee, once questions are addressed, a new Governance Meeting will be scheduled to review and approve the Return to Office Plan.</p> <p>It was agreed that once Legal Counsel’s questions were addressed, the Governance Committee would reconvene to review and approve the Office Re-Open Plan, early September, 2020.</p>
<p>Other Business</p>	<p>None</p>
<p>Matters from the Chair</p>	<p>None</p>
<p>Matters from the Committee</p>	<p>There was no discussion.</p>
<p>Public Comment</p>	<p>There was no comment.</p>
<p>Next Meeting Date</p>	<ul style="list-style-type: none"> • TBD
<p>Adjourn</p>	<p>Chair moved to adjourn the meeting. The meeting adjourned at 2:26 PM.</p>

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.