



Approved at the June 6, 2017 Governance Meeting

Early Learning Coalition of Broward County
 Governance Committee Meeting Minutes
 January 12, 2017 – 3:00 pm
 6301 NW 5th Way, Suite 3400, Fort Lauderdale, FL 33309

Members in Attendance: Mason Jackson, Fabienne Fahnestock, Silvia Beebe via phone

Members Absent: Barrington Russell

Staff in Attendance: Leticia Strasser, Hubert Cesar, Irene Ramos, Joyce Purchas

Others in Attendance: Jacob Jackson – General Legal Council
 (from sign-in sheet)

Item		Follow-up
Call to Order and Roll Call	Fabienne Fahnestock, Chair called Governance meeting to order at 3:23pm. Self-introductions were made. A quorum was established.	
Minutes	<u>Approval of the November 3, 2016 Minutes</u> Motion made by Mason Jackson to table the November 3rd, 2016 minutes until audio is reviewed and any revisions.	

	<p>Seconded by Silvia Beebe Unanimously Approved.</p> <p><u>Approval of the April 20th, 2016 minutes</u> Mason asked for revisions to the minutes. Motion made by Mason Jackson to approve the April 20th, 2016 minutes with revisions requested. Seconded by Silvia Beebe Unanimously Approved.</p>	
<p>Review and Approve IT Data Security Data Policy</p>	<p>Hubert Cesar, IT Manager reviewed and made some changes to the IT Data Security Data Policy. The Plans overall redundancy was removed. Changes to the security designated person and terminology was updated to reflect current modes of communication and backup.</p> <p>Leticia mentioned that the Committee had previously requested the IT Policy be reviewed by an IT expert and then brought back to the Committee. Changes made prior to IT Managers review are changes prescribed by OEL and are not subject to modification. Hubert will be identifying only changes he has made and not OEL changes. After reviewing ELC of Palm Beach and ELC of Miami IT Data and Security Policy, editing was made to the ELC Broward Policy to include emphasis on security.</p> <p>The Committee went over the revisions made by Hubert and changes were made collaboratively to the Data/Systems Security Plan.</p> <p>Fabienne requested a motion to approve the IT System Security Plan as amended today and subject to review and approval by Counsel.</p> <p>Motion made by Mason Jackson to approve the modified IT System Security Plan. Seconded by Silvia Beebe. Unanimously approved.</p>	

COOP Plan Status	The COOP Plan is being reviewed and revised by Leticia Strasser. The Committee agreed there is no deadline and revisions can be presented once they are complete. Further Discussions will be made at the next meeting. TBD	
New Business	Jacob Jackson commented that a recent Public records request prompted an examination of the ELC employment manual. The manual currently states that the Board will approve all newly created positions. Jacob Jackson commented that there is no current policy and procedure regarding the method for creating new employee positions for the ELC and asked the Committee if they would like to address the issue or have the staff forward recommendations to the Committee. Jacob Jackson stated that a new policy and procedure addressing how positions are created by the ELC could come in the form of a new human resource policy and procedure or a revised fiscal policy and procedure. Committee declined both suggestions and agreed that any recommendations regarding creating a policy and procedure referring the creation of positions should come from the CEO.	
Matters from the Committee	None	
Next Meeting	Next Governance meeting to be held on: TBD	
Matters from the chair	None	
Public Comment	There was none to comment	
Adjourn	Fabienne Fahnestock adjourned the meeting at 5:18 pm.	

These minutes contain the action items of the meeting of the Governance Committee of the Early Learning Coalition. 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.