



Approved at November 18, 2019 Governance Committee Meeting

Early Learning Coalition of Broward County, Inc.

Governance Committee Meeting Minutes

September 16, 2019 – 1:00 pm

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

Members in Attendance	Chair, Michael Asseff; Mason Jackson; Dawn Liberta; Cara Cerchione, Laurie Sallarulo, via phone.
Members Absent	
Staff in Attendance	Renee Jaffe, CEO; Christine Klima, CAO; Hubert Cesar, CIO; Howard Bakalar, CPO; Perry Borman, COO; Nora Emmanuel, Communication Manager; Keisha Dunn-Pettis, Director of Family Services; Allison Metsch, Director of Education and Quality; Elsy Silvestre, Executive Assistant
Others in Attendance	Jacob Jackson, General Counsel

Item	Action/Discussion
Welcome & Call to Order	Chair Michael Asseff called the meeting to order at 1:00 pm. Roll was called and a quorum was established.
CONSENT AGENDA	
a. Approve May 29, 2019 Meeting Minutes	A motion was made by Dawn Liberta to approve the May 29, 2019 Meeting Minutes. Seconded by Mason Jackson. Unanimously approved.
REGULAR BUSINESS:	
GOV201RB1 – Approve ELC 2019 Data Security and Systems Policy and Procedures	<p>This policy was last reviewed in 2017. It needed to be approved by legal counsel but never made its way back to the Board for approval. The policy was already in place when Hubert began working at ELC in 2016. Many of the items are from OEL directly.</p> <p>A Motion was made by Mason Jackson to approve the policy with the following changes: Remove the phrase “any security incident” in the incident reporting section and ensure that the phrase “thumb drive” appears together with “flash drive” throughout the policy. Dawn Liberta Seconded. Motion passes.</p>
GOV201RB2 – Approve 2019 Telework Policy	<p>Telework Policy</p> <p>Some ELC staff members work in the field the majority of time or are in a role that does not require them to be in the office. We want to provide our employees the flexibility of working from a home office while at the same time freeing up space internally or to convert into hoteling workstations. The ELC Broward Telework Policy is a new policy and is based on the ELC Miami alternative work policy (Miami initiated telework at least 3-4 years ago).</p> <p>The plan is to launch a three-month pilot beginning in October and start with Provider Relation team, which is made up of 7 staff. It will be offered as an option for them to consider for employees in good standing. The Education/Quality</p>

<p>GOV201RB3 – Approve Background Screening Policy</p>	<p>department would also qualify after the pilot because they are also primarily out in the field.</p> <p>Mason voiced concerns over page 35, last paragraph of the policy “Any work done by an employee without a signed Telework Agreement form done in accordance herein will not be compensated...” He stated If an employee works they must be compensated and the language should say this would result in disciplinary action but not that they are not being compensated. ELC staff agreed to make this change.</p> <p>A Motion was made by Mason Jackson to approve the Telework Policy with the changes requested regarding compensation on page 35 of the policy. Dawn Liberta Seconded. Motion passes.</p> <p>Background Screening</p> <p>ELC requires an employee to notify ELC within 48 hours of being arrested or charged for any criminal offense. Previously it was 5 days.</p> <p>There was a question regarding credit checks and if background checks include a credit history check. Background checks do not include financial credit history.</p> <p>Discussion took place regarding credit checks for ELC staff. There was a discussion about the need for credit history checks and staff was asked to research both OEL guidance on the issue and any best practices and that this specific issue will be reviewed at the next Governance Committee meeting.</p> <p>Laurie Motioned to approve the ELC Background Screening Policy with the exception of re-inserting the part of the policy that says “employees are required to undergo credit history check if they are issued a company credit card” (pg 41. 2nd paragraph). Mason Seconded. Motion passes.</p> <p><i>FOLLOW UP NEEDED: Staff will inquire with OEL as to their guidance on credit checks as well as look at best practice.</i></p>
<p>NEW BUSINESS</p>	<p>There was no discussion.</p>
<p>MATTERS FROM CHAIR</p>	<p>There was no discussion.</p>
<p>MATTERS FROM COMMITTEES</p>	<p>There was no discussion.</p>
<p>PUBLIC COMMENT</p>	<p>There was no comment.</p>
<p>NEXT MEETING DATE</p>	<p>November 18, 2019 @ 1:00 pm; January 23, 2020 @ 9:30 am; March 31, 2020 @ 9:30am</p>
<p>ADJOURN</p>	<p>Michael motioned to adjourn the meeting. The meeting adjourned at 1:38 pm.</p>

These minutes contain the action items of the Board 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.