



**Approved at the Governance meeting September 27, 2018**  
 Early Learning Coalition of Broward County  
 Governance Committee Conference Call Minutes  
 June 6, 2017 – 2:00 pm  
 6301 NW 5<sup>th</sup> Way, Suite 3400, Fort Lauderdale, FL 33309

Members in Attendance: Mason Jackson, Michael Asseff, Silvia Beebe

Members Absent: Barrington Russell

Staff in Attendance: Renee Jaffe, CEO; Christine Klima, CAO; Karen Swartzbaugh; Maria Mendoza,

Others in Attendance: Jacob Jackson, Legal Counsel

	Item		Follow-up
I.	Call to Order	Michael Asseff, Chair, called the Governance meeting to order at 2:07pm, the Roll was called and a quorum was established.	
II.	Roll Call		
III.	Agenda 1. Approve Revised Minutes to the Meeting on 11/3/16 2. Approve Minutes the Meeting on January 12, 2017	<u>Approval of the November 3, 2016 Minutes</u> Mason Jackson asked that future minutes include any prior revisions made. A <b>Motion to Approve</b> the minutes of 11/3/16 and 1/12/17 was made by Mason Jackson, <b>seconded</b> by Silvia Beebe and <b>unanimously approved.</b>	

	3. Revised Leave of Absence Policy	<p>Renee Jaffe, CEO, provided an overview of proposed changes to the Leave of Absence policy, with close alignment to the Federal Medical Leave Act (FMLA). There was discussion about two subsections regarding employees who do not return to work following the Leave of Absence and inclusion of Next of Kin for Military Caregivers. The draft policy will be updated to address these issues for presentation to the full Board.</p> <p><b>A Motion</b> to Approve the revised Employee Leave of Absence Policy, as amended and pending Legal Counsel approval, was made by Mason Jackson, <b>seconded</b> by Silvia Beebe and <b>unanimously approved</b>.</p>	
IV.	<p><b>Public Comment</b></p> <p>:</p>	<p>Debbie Bainton requested that the following comments be noted:</p> <ol style="list-style-type: none"> <li>1. ELC is not exempt from FMLA. <i>n.b (note to bono). Legal Counsel Jacob Jackson provided clarification that the ELC is exempt from FMLA requirements. Additionally, the policy as presented incorporates most FMLA provisions, as applicable, and in some respects exceeds FMLA requirements.</i></li> <li>2. The meeting minutes for 11/3/16 do not specify that the motion was approved.</li> <li>3. A revised COOP Plan has not been presented and approved by the Board yet.</li> <li>4. New positions have been created that have not had formal Board approval.</li> </ol>	<p>General Counsel Jacob Jackson will review items #3 and #4.</p>
V.	<b>Adjourn</b>	Motion to adjourn at 2:34 PM	
VI.	<b>Next Meeting</b>	To Be Determined	

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.