



APPROVED AT THE SEPTEMBER 27, 2018 MEETING

Early Learning Coalition of Broward County

Governance Meeting Minutes

May 29, 2018 – 11:00 am

6301 NW 5th Way, Suite 3400, Fort Lauderdale, FL 33309

Members in Attendance: Michael Asseff, Chair; Mason Jackson,

Members Absent: Laurie Sallarulo

Staff in Attendance: Renee Jaffe, CEO; Christine Klima, CAO; Howard Bakalar, COO; Irene Ramos, Executive Assistant

Others in Attendance: Jacob Jackson, General Counsel

Item	Action/Discussion	Follow-up
Welcome & Call to Order	The meeting came to order at 11:05 am Roll Call was done. A quorum was established.	
Council on Accreditation	Howard gave a brief background on the ELC's COA accreditation with its commencement in 2014. The COA traditionally accredits child welfare agencies and adoption agencies and has extended to regulatory agencies child care licensing agencies. COA accreditation needs to be renewed every four years. Since the recent	

	<p>changes to the ELC organization, Staff has not had the opportunity to place a primary amount of time/effort toward the ELC's reaccreditation efforts. At this time the opportunity is available to apply for an interim accreditation. If an interim accreditation is chosen, it would entail an abbreviated site visit and up to a two year accreditation to prepare us for another accreditation. The expense to become reaccredited is approximately \$16,000-\$20,000 with a continuing cost to take into consideration. There is an approximate cost of \$4,200 to initiate and go through the interim accreditation process.</p> <p>There are many COA aspects to take into consideration and that can be helpful to the ELC. The committee discussed what the ELC can accomplish for COA accreditation and what those parameters require. They questioned whether the benefit of being accredited by COA was equal or greater to the staff time and financial cost necessary to remain accredited. While the committee did not see direct benefits for COA accreditation in particular, it did appreciate the organizational value of going through an accreditation exercise. The ELC does have protocol in place and adheres to OEL requirements for administration of and enhancement to child care services to the community and protocol for governance of meetings. Currently there are no other ELC's COA accredited.</p> <p>The committee agreed upon that the COA guidelines can be used to organize the ELC and at this point, COA will be left to expire till another date in time.</p> <p>A Motion was brought by the Committee to not renew the COA at this time. Unanimously approved</p>	
Program Committee	<p>A Motion was brought by the Committee approve the creation of a standing Program Committee. Unanimously approved.</p> <p>The request for an Ad Hoc Program Review Committee was approved at the May ELC Board meeting, with the direction to send this item to the Governance Committee for review and possible recommendation back to the board to amend the bylaws to create a standing Program Review Committee. The Governance Committee reviewed the responsibilities outlined in the Action Statement presented at the May Board meeting. Members of the Committee would be appointed by the ELC Board Chair. The</p>	

Bonus Policy Change	<p>Committee would report directly to the Board and the structure would be in alignment with the Audit, Governance and Nominating standing committees.</p> <p>An amendment to the motion was made by Mason Jackson to say that Governance committee recommends that the bylaws be changed to include a standing Program Review Committee, which reports to the board and has a member of the committee as a member of the executive committee. Unanimously approved.</p> <p>The Committee agreed that any changes to the limited responsibilities of the Program Review Committee come back to Governance for review. The following are the Program Review Committee responsibilities:</p> <ul style="list-style-type: none"> • Review and discuss internal and external program and quality reports • Review and discuss relevant program area and quality outcomes and benchmark included in the ELC's strategic plan • Review and discuss programmatic (non-financial) audits • Discuss new or outstanding program/quality issues presented to the committee • Discuss new program ideas and/or initiatives • Discuss existing and potential community partnerships and program/quality related grant opportunities <p>Committee agreed to table discussion of adding Ad Hoc members to the Program Review Committee that have program/subject matter expertise.</p> <p>Michael recalled the just prior Executive committee conversation held regarding the cost of living adjustments (COLA) and pay for performance which was before the ELC's in house transition. As part of the conversation, the Exec committee discussed the CEO's 15% bonus stated in her initial hire letter and members agreed upon a 10% one-time pay for performance after taking into consideration her rating of 4.5 out of 5. In the discussion, it was also agreed upon to complete a salary survey and have salaries adjusted accordingly for Staff. Some members of the Executive committee recognized that there were also members of Staff that are worthy of recognition of pay for performance because of their extraordinary performance. The current policy allows</p>	
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	<p>for a 5% pay for performance. The request is being made for a change in policy to an increase of 10% and to be extended to those Executive Staff members deemed worthy of receiving pay for performance for this FY.</p> <p>Members took into consideration and discussed the unique circumstances the Staff faced during the in house transition. The Committee suggested that, rather than changing ELC policy, a one-time pay for performance item should be presented to the Finance and Exec committee for decision and brought forth to the Board for approval.</p> <p>Keep Bonus policy currently as is. Addendum: for the record, no recommendation of amount of bonus was discussed</p>	
HR Policies	<p>Renee discussed how staff utilized and adjusted Miami's ELC's HR policies and procedures handbook to create new policies for Broward. More HR policies will be reviewed and discussed at the next Governance meeting in August.</p> <p>Committee went over each policy and procedure and discussed. A change was made to each of the following policy sections:</p> <ul style="list-style-type: none"> • Background Screening will be conducted on annual basis for staff with special fiduciary responsibilities. • Move to a 40 hour work week • EAP will be tabled for further research. EAP currently offered through health insurance. • Political Activities will have language added from the Grant agreement • Work-related injuries should read "should report Immediately" • Work place Violence policy section will be tabled for further research. <p>A Motion was made by the Committee to accept the changes to policy as discussed with the caveat that General Counsel will review all the policies and report back on any that may conflict with another and ensure the policy changes are legally sound. General Counsel will coordinate with Staff and coordinate correct wording. Unanimously approved.</p> <p>Governance Committee will review the remaining policy changes which are still in process of review and editing and presented at the next meeting in August.</p>	Items that are tabled will be brought back in September

Parent Membership on Board	No discussion was had as there is still a parent on the Board and the position is not an OEL State requirement.	
New Business		
Matters from the Chair		
Matters from the Committee		
Public Comment	There was no comment.	
Next Meeting Date	Coordinate with members for after August 20 th in the AM. If the revisions are completed in July, a phone conference can be coordinated to discuss revisions.	
Adjourn	The meeting adjourned at 12:45pm.	

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.