



**Approved at the May 29, 2019 Governance Committee meeting**  
 Early Learning Coalition of Broward County  
 Governance Committee Meeting Minutes

September 27, 2018 – 1:00 pm  
 6301 NW 5<sup>th</sup> 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; Alex Browning, Director of Communications; Irene Ramos, Executive Assistant

Others in Attendance: Jacob Jackson, General Counsel via phone

Item	Action/Discussion	Follow-up
Welcome & Call to Order	The Chair called the meeting to order at 1:07 pm. A Roll Call was done and a quorum was established.	



<p>Approve Continuation of Operations Plan COOP 2018</p> <p>Parent Representative Board member</p>	<p>Changes to the Continuation of Operations Plan (COOP) reflect removal of services no longer subcontracted, the larger size of the organization, staff member changes and overall a more concise document. The updated plan includes a revised communications plan to reflect newer technology, servers and updated phone system on the cloud to minimize risk of interruption of services during a natural state of disaster. It also identifies strategically located alternate work sites for continuance of operations in and outside of the County.</p> <p>A suggestion was made to designate a second officer in the chain of command to act as the emergency coordinating officer. The second emergency coordinating officer should be the Chief Operating Officer.</p> <p><b>A motion</b> was made by Michael Asseff to approve the Continuation of Operations Plan (COOP) 2018 with the suggested change. <b>Seconded</b> by Mason Jackson. <b>Unanimously approved.</b></p> <p>Currently, one of the two parent representative board members has moved out of the county leaving an open seat. ELC staff informed committee members parent representatives are not statutorily required by the State however the board is required to maintain a certain number/percentage of private business members. The Committee agreed that the Parent Representative Board member seat should be a private business seat complying with the private business member requirements. They also requested ELC staff research when, how and why the parent board seat was initially approved.</p>	
<p>New 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>	

Public Comment	There was no comment.	
Next Meeting Date	TBD	
Adjourn	The meeting adjourned at 2:05pm.	

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.