



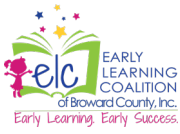
**Early Learning Coalition of Broward County, Inc.
Nominating Committee Meeting Agenda
October 25, 2022 – 2:00 PM**

Meeting Call In: 1 309 205 3325 Meeting ID: 885 3269 6005 Passcode: 692121
<https://us06web.zoom.us/j/88532696005?pwd=RWFNZGxCQm1LUTdzNkNjN0R0Zz09>

Members are reminded of conflict-of-interest provisions. In declaring a conflict, please refrain from voting or discussing and declare the following information: 1) Your name and position on the Board, 2) The nature of the conflict, and 3) Who will gain or lose as a result of the conflict. Please also fill out form 8B prior to the meeting.

PAGE			
I.	Call to Order		Michael Asseff, Nominating Committee Chair
II.	Roll Call		Melody Martinez, Board Liaison
III.	Consent Agenda <ul style="list-style-type: none"> • Approve May 26, 2022, meeting minutes 	2	Michael Asseff, Nominating Committee Chair
IV.	Regular Business <ul style="list-style-type: none"> • NOM231RB1 – Private Business Sector applicant interview/approval – Maria Hernandez 	4	Michael Asseff, Nominating Committee Chair Judith Merritt, COO
VI.	New Business Matters from the Committee Matters from the Chair Public Comment Next ELC Meeting: TBD Adjourn		

Please Note Agenda is subject to revisions and additions per the discretion of the Chair of the Coalition. Notification will be sent of any such revisions or additions. **Members of the Public:** Please sign up at the entry desk for public comments to be made on particular agenda items no later than five minutes after the Coalition meeting has been called to order.



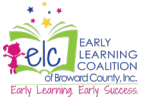
Early Learning Coalition of Broward County
 Nominating Committee Meeting Minutes
May 26, 2022 – 9:00 AM
 Virtual Meeting

Members in Attendance:	Michael Asseff; Amoy Reid; Kristina West; Sharonda Bailey; Julie Winburn
Members Absent:	Laurie Sallarulo; Twan Russell
Staff in Attendance:	Renee Jaffe, CEO; Howard Bakalar, CPO; Judith Merritt, COO; Hubert Cesar, CIO; Christine Klima, CAO; Lizbeth Juan, Executive Assistant; Melody Martinez, Board Liaison
Others in Attendance:	Julie Klahr, General Counsel; Beverly Batson; Marcos Liberato; Melody McDonald; Debora Pastrana-Martinez; Maira Gonzalez

Item	Action/Discussion
Welcome & Call to Order	The Chair called the meeting to order at 9:00 AM. Roll Call was conducted, and a quorum was established.
Consent Agenda: Approve February 4, 2022, meeting minutes	A Motion was made by Amoy Reid to approve the February 4, 2022, meeting minutes. Seconded by Sharonda Bailey. Unanimously approved. Motion Passes.
Regular Business: <ul style="list-style-type: none"> • NOM222RB1 – Provider Representative Interviews: <li style="padding-left: 20px;">9:05 am – Marcos Liberato <li style="padding-left: 20px;">9:15 am – Melody McDonald <li style="padding-left: 20px;">9:25am – Debora Pastrana Martinez <li style="padding-left: 20px;">9:35 am – Maira Gonzalez <li style="padding-left: 20px;">9:45 am – Committee Discussion and 	<p>The COO gave a summary of the Board Provider Representative Nomination Process and the public comments practice. Each Candidate had a 10-minute opportunity to explain why they are interested in the position, then nominating committee members asked questions.</p> <p>The nominating committee discussed the applicants and then voted to recommend Melody McDonald from Future Kids at Sunrise to the full Board for the Private Provider Representative board seat.</p> <p>A Motion was made by Amoy Reid to Approve Melody McDonald as the Private for-profit childcare provider to fill the vacant Private Provider Representative position and to bring to the Board. Seconded by Kristina West. Approved. Motion Passes.</p>

<p>Recommendation to Board</p> <ul style="list-style-type: none"> NOM222RB2 – Approve Officer Applicants 	<p>CEO informed committee members that the term of the current Board officer position is set to end on June 30, 2022. CEO recommended bringing Board Officer’s Nominations to the Board.</p> <p>A Motion was made by Sharonda Bailey to Approve the Recommendation to bring Board Officer Nominations to the Board. Seconded by Kristina West. Unanimously approved. Motion Passes.</p>
<p>New Business</p>	<p>There was no discussion.</p>
<p>Matters from the Chair</p>	<p>There was no discussion.</p>
<p>Matters from the Committee</p>	<p>There was no discussion.</p>
<p>Public Comment</p>	<p>There was no discussion</p>
<p>Next Meeting Date</p>	<p>TBD</p>
<p>Adjourn</p>	<p>Michael Asseff motioned to adjourn the meeting. The meeting adjourned at 9:53 am</p>

These minutes contain the action items of the Nominating Committee meeting of the Early Learning Coalition of Broward. They do not include all of 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.



ITEM #/MEETING:	NOM231RB1 / NOMINATING COMMITTEE
MEETING DATE:	October 25, 2022
SUBJECT:	Private sector board applications
FOR ACTION:	YES
RECOMMENDED ACTION:	<ol style="list-style-type: none"> 1. Review of Private Business Sector Board Candidate Application and Resume 2. Select candidate(s) for nomination to Board
FINANCIAL IMPACT:	None
AS RECOMMENDED BY:	NA
ELC STAFF LEAD	J. Merritt

Background

Florida Statutes 1002.83 states that “Each early learning coalition shall be composed of at least 15 members but not more than 30 members”.

Private sector member Khalil Zeinieh resigned his position as of June 6, 2022. ELC staff immediately began recruitments efforts (utilizing the Private Sector Recruitment process) to find eligible candidates to fill the vacancy.

Current Status

ELC staff, as per the Private Business Sector board application process, repeatedly posted the Board vacancy flyer, application and roles and responsibilities document on ELC’s website, posted on social media, and distributed them via email to the Board and community partners to obtain board candidates.

ELC has received one application from Maria Hernandez from the United Way of Broward County for the Private Business Sector vacancy. Ms. Hernandez is a strong candidate and meets all the required criterion and she has been invited to the Nominating Committee in the event committee members have questions for her.

Recommendation

Staff recommend the Nominating committee interview the respective applicant and select a new Private Business Sector candidate to recommend to the Board at the upcoming Board Meeting scheduled for November 13, 2022

Supporting Documents

- Application & Resume
- Private Sector Recruitment Process
- Flyer



Early Learning Coalition Board of Directors Application

PLEASE SUBMIT APPLICATION & RESUME TO:

Melody Martinez, Board Liaison/Executive Assistant

Mmartinez@elcbroward.org

1475 W. Cypress Creek Road, Suite 301

Fort Lauderdale, FL 33309

954-789-1041 office

954-377-2192 fax

APPLICATION

Applicant Name: Maria Hernandez

Email Address: mhernandez@unitedwaybroward.org

Cell phone: 954-798-0262

Address: 15978 SW 3rd Street Pembroke Pines FL 33027

Current Employer: United Way Broward County

Current Occupation: Chief Program Officer

Business Address: 1300 S Andrews Ave Fort Lauderdale FL 33316

Specify Preferred Mailing Address: Business Residential

EDUCATION

List postsecondary educational institutions (or highest) attended or professional certifications:

<u>NAME & LOCATION</u>	<u>DEGREE/CERTIFICATES RECEIVED</u>	<u>DATES ATTENDED</u>
United Way Worldwide	Advanced Leadership Certificate	2021
American Express Center for Creative Leadership	Advanced Leadership Certificate	2014
Commonwealth Institute	Strategies for Success Graduate	2018
Fordham University	Master in Social Work (MSW)	1996-1999
State University of New York New Paltz	BA/Sociology	1992-1996

COMMUNITY INVOLVEMENT

Please list community, civic, professional, business & other organizations with which you are/have been involved (including professional/civic fraternal organizations):

<u>ORGANIZATION</u>	<u>POSITION(S) HELD</u>	<u>DATES INVOLVED</u>
Broward County Homeless Initiative Continuum of Care (CoC)	Vice-chair PONG Committee	2016 -present
Broward Health Community Health Network	Vice Chair	2022- -present
Community Foundation Center for Nonprofit Excellence	Advisory Council	2022-present
Broward County Metropolitan Planning Organization	Board Member	2019 --May 2022
Fort Lauderdale Alliance Homelessness Committee	Vice Chair	Approximately 2016 -present
Healthy Start Coalition	Board Member	Approximately 2010- 2016

Have you ever been elected/appointed to public office in the State of Florida? Yes No

If yes, please provide details:

<u>POSITION/OFFICE TITLE</u>	<u>DATES SERVED</u>	<u>LEVEL OF GOVERNMENT</u>

Have you received any awards/recognition? Yes No

If yes, please list:

- United State Congress Community Leadership Award
- Mental Health America Advocate of the Year Award
- Golden Age Award
- Hispanic Woman of Distinction
- 211 Communny Leader Award
- Health Mother Healthy Baby Mother of the Year Award

Do you have any other skills/recognition you would like to share with us? Yes No

If yes, please list:

- licensed Clinician
- Trauma Informed Practice Certified Train of Trainers
- Parent Leadership Certified Instructor
- Positive Behavior Certified Instructor

PERSONAL STATEMENT

Please answer all questions:

Why do you want to serve on the ELC's Board? What do you hope to achieve as a Board member? What is your vision for Early Childhood Education in Broward County?

I would like to join the ELC Broward Board of Directors. I feel like my experience and educational background would be an asset to this organization. I have a master degree in Clinical Social Work and over 20 years of experience in the operation and management of Human Service programs as well as Early Learning Programs.

Through these years in the industry, I feel that I have gained a thorough understanding of what it takes to implement high quality programs and services that meet the community and the client's needs. I also have extensive experience in designing and managing quality improvement programs; developing and monitoring performance indicators that are data driven; developing and implementing policies that result in improving operational processes and quality of service outcomes.

If accepted as a Board Member, I would like to achieve an status of advocate for the Early Learning Coalition and the services it provides to the Broward Community.

It is my vision for the Early learning Coalition to continue strengthening their system of care and meeting the early care and educational needs of Broward County children and their parents. It is also my vision for the Early Learning Coalition to continue delivering excellent and consistent customer service. I would like to see the organization as an innovator in educational strategies and administration of early care and educational services.

PERSONAL HISTORY

Please check all that apply:

- Have you ever been removed from a board(s), committee(s), council(s), etc.?

- Has probable cause ever been found that you were in violation of Part III, Chapter 112, F.S., code of Ethics for Public officers & employees?

- Are you now, or have you in that last 3 years, been a member of any club/organization that in practice restricts (restricted) membership on the basis of race, religion, national origin, or gender?

- Have you ever been convicted/withheld adjudication for violation of any federal, state or municipal law/regulation/ordinance?

- Have you, your immediate family (spouse, child, parent(s), sibling(s)) or businesses of which your immediate family have been owners, officers, or employees, held any contractual/direct dealings with any state/local governmental agency in Florida during the last four years (including the office/agency to which you've been appointed or are seeking appointment)?

If you said yes to any of the above questions, please explain:

N/A

Please note: If required by law or administrative rule, you must file financial disclosure statement(s).

REFERENCES

Please attach three reference letters from professional contacts (please do not include personal references from family/friends).

QUESTIONS FOR CHILDCARE PROVIDERS ONLY

Are you employed by, or do you own a private childcare facility that receives funding services from the ELC of Broward County? Yes No If yes, are you:

- For profit
- Not for profit
- Faith based
- Other:

****please note that the designated childcare provider representative (non-faith-based) serving on early learning coalition’s board must be a for-profit childcare provider.**

Approximately what percentage of the children/families attending your childcare center/home receive childcare subsidies? _____

Approximately what percentage of the children/families attending your childcare center/home receive VPK? _____

Is your center/home accredited by a recognized agency? If yes, provide details/expiration:

Do you agree to attend PLAN (Providers Learning and Networking) meetings on a consistent basis?

- Yes No

Do you agree to attend ELC Board and/or Board subcommittee meetings on a consistent basis, and to inform the board about issues effecting the private childcare provider community?

- Yes No

How will you communicate with the provider community? What methods will you employ to ensure childcare providers' diverse points of view are heard by you, and by the board?

A PROVIDER MAY NOT BE ELIGIBLE FOR BOARD MEMBERSHIP, IF DURING THE LAST 24 MONTHS:

It submitted a monthly attendance roster containing fraudulent reporting or other intentional misreporting of a student's attendance.

It failed to comply with the terms of the ELC's school readiness provider agreement.

Its license status, as recorded in CCIS, is "Revocation Action Pending," "Suspension Action Pending/Suspended," or "Closed."

Its accreditation status has been rescinded (for Providers not Licensed by Broward Co. Child Care Licensing)-S.1002055(3)B. F.S.

It has been identified on the FSDA or Florida disqualification list.

It has received multiple Class 1 and/or Class 2 violations from Broward Country Childcare Licensing and Enforcement within the last two years.

COMMITMENT AND OPERATIONAL STATEMENTS

Time Commitment: Serving as an ELC Board Member will require a commitment of time, including attendance at regular Board meeting and committee involvement, visiting community program sites, ELC events, and becoming educated about many aspects of early childhood development and school readiness. Board meetings are generally held once every other month.

Conflict of Interest: a conflict of interest may occur when an item is presented for a vote that will directly affect you, your employer, your immediate family, or another organization with which you are affiliated. Conflict of interest rules generally requires you to disclose the conflict and abstain from discussion/vote on the matter.

Membership Requirements: School Readiness legislation & the Division of Early Learning Policies (OEL-PG-0002-10 “*Early Learning Coalition Board Membership*”) govern the requirements for Board membership. Please see applicable policies.

Sunshine Law: The ELC of Broward County is a legislatively mandated group and operates under the general Florida guidelines of The “Sunshine Law.”

Private Provider, Faith-Based Provider & Special Needs Representative: Serving in such capacity requires a commitment to communicate Board business to constituents.

I understand the requirements of Board Membership for the Early Learning Coalition of Broward County, Inc. I agree that I have carefully and personally prepared/read the answers to the foregoing questions. The information in this application is complete and true.

Full Name

Signature

Date

PRIVATE-SECTOR MEMBER

I, _____, have read and reviewed OEL-PG-0002-10 “Early Coalition Board Membership” and that I meet the eligibility requirements for Early Learning Coalition Private-Sector membership in Broward County, as reflected therein, and that I do not have a substantial financial interest in early leaning programs as defined by said policies. I agree to immediately notify the Board of Early Learning Coalition of Broward County, Inc. in writing, should that change during my term.

Signature

Maria Hernandez

10/17/22

Date

SELF-IDENTIFICATION

Completion of the following section is optional:

RACE:

- White, non-Hispanic
- Native Hawaiian/other Pacific Islander American
- Hispanic
- Indian/Alaska native
- Black/African American
- Asian

- Female
- Male

EXECUTIVE PROFILE

Sr. Level Non-Profit Executive and LCSW with a passion for providing quality service and proven track record of success in developing programs to build and grow cohesive, progressive organizations that are fiscally strong. Expertise in designing and administering human service programs, clinical interventions, and research in health, behavioral health, domestic violence, substance abuse, education, financial stability, homelessness, and emergency services within several nonprofit agencies. Execute community initiatives, build community partnerships, and formulate comprehensive programs that demonstrate positive change, facilitating prevention and treatment through evidence-based interventions. **Bilingual: English and Spanish.**

Outstanding network of community, industry and political contacts at the local, regional and state level. Recognized as an industry thought leader for background of expertise within the field. Strategic thinker and visionary leader with the ability to utilize innovation to achieve strong, sustainable results. Experienced in developing/executing short and long-term tactical mission-driven organizational plans and relentlessly pursuing program excellence and results. Consistent ability to grow sustainable programs through decisive strategic planning, effective fundraising and groundbreaking organizational development strategies.

PROFESSIONAL EXPERIENCE

UNITED WAY OF BROWARD COUNTY

06/2013 - PRESENT

■ Chief Program Officer (07/17-present)

Promoted as a key executive team member to take on responsibility for the operations of the Community Impact Department, Commission on Substance Abuse, and Mission United. Successfully lead the organization's short and long-term planning, day-to-day operations, marketing, governance, fundraising, human resource functions, and strategic partnerships to achieve data-driven performance outcomes and become a recognized leader in human services in Florida. Serve as the senior UWBC Executive for all program operations, coordinating over \$12MM in program funding in the areas of Health, Education and Financial Stability. Provide leadership, mentoring and development for a staff of 32 bearing full P&L accountability. Also serve as the Principal Officer leading the Commission Board of Governor and Mission United Advisory Council. Responsible for reporting the Community Impact Performance to the Board of Directors.

- Work in partnership with program directors and staff to align United Way programs with the agency mission, implement strategies that integrate service delivery, and advance practices that reflect a client-centered, relationship-based care model to meet the needs of the community.
- Coordinate data-driven program funding processes while maintaining a focus on goals and outcomes for benchmark achievement.
- Provide leadership in the development and facilitation of community initiatives, needs assessments, creating/building community partnerships, and in the development of critical priorities for UWBC funding.
- Develop and maintain a complete system for gathering and reviewing information on the financial status and needs of programs and agencies, inclusive of budget review, audit analysis, and review/approval of supplemental fundraising activities.
- Plan, develop and implement programs for community building and for the distribution of funds/gifts to meet the needs of the community and departmental goals through strategic planning and ongoing assessment of resource needs.
- Responsible for the Emergency Management and Disaster Recovery unit and key liaison with Broward County Emergency Management Department.
- Developed and cultivated several new funding relationships generating over \$10MM in new funding. Key partners include AD Henderson Foundation; De Lucas Foundation; Volunteer Florida; Howard Greenfield Foundation; Humana; US Department of Health & Human Services; SAHMSA; Health Foundation of South Florida; BSO Foundation; and Broward Behavioral Health Coalition.
- Represent Community Impact with donors, public and government executives and businesses.
- Successfully re-structured the Commission on Behavioral Health and Drug Prevention. This resulted in cost savings and better alignment of staff roles with agency mission.
- Recruited new board members and committee members. Refocused existing committee members for each one of the Community Impact pillars, as well as the Board of Governors for the Commission on Behavioral Health and Drug Prevention. This resulted in a more engaged, accountable board.
- Lead the development of the Comprehensive Community Prevention Plan (CCPP) for Broward County Commission on Behavioral Health and Drug Prevention. This plan became the road map for the Commission's work.
- Directed the creation of the Broward County Suicide Prevention Coalition, the first time Broward County has a County wide coordinated approach to prevent suicide. (Cont. P2)

PROFESSIONAL EXPERIENCE

UNITED WAY OF BROWARD COUNTY - (CONTINUED)

- Championed the transformation of the United Way Broward County procurement process from paper to a 100% electronic.
- Lead and coordinate the Council on Accreditation (COA) process for United Way of Broward County. Passed the accreditation with perfect score and became the first United Way in the Nation to obtain a COA accreditation.
- Co-lead the Dignity in Aging Initiative with the Community Foundation and the Jewish Federation. This resulted in County wide assessment on the need of seniors in Broward County called "The Silver Tsunami" and the creation of a new funding collaboration with six funders.
- Spearheaded the United Way Community Impact emergency response efforts after hurricane Irma, Dorian, and Maria and currently overseeing response efforts for COVID-19.
- Restructured the United Way Community Impact Department which resulted in extensive savings and better alignment with our agency vision.
- Lead the creation and integration of an aggressive marketing campaign with the goal to obtain the greatest number of impressions across various mediums to reach our target markets including Traditional, Online & Environmental Advertising; Public Relations; Special Events; and Social Media.

■ Vice President, Program Operations (06/13-06/17)

Served as the senior executive for all program operations, coordinating over \$8MM in program funding processes, while maintaining a focus on program outcomes and goals for benchmark achievement. Accountable for program development, quality improvement, strategic partnerships, community outreach, and grants. Directed, trained, and developed a staff of 20.

- Transformed the agency funding allocation processes to a Collective Impact model and instituted best practices in the community.
- Instituted a tracking system to identify the impact of United Way dollars in the community. Our United Way became one of the first in the nation to do this.
- Developed and implemented a robust budget tracking, invoicing and reconciliation system for all grants under management.
- Created, implemented and evaluated community action plans using data and research.
- Served as Principal Professional Officer to the Broward County Coalition on Substance Abuse Board of Governors and its key committees, and assisted them in matters of policy formulation and interpretation.
- Planned and implemented program for community building and for the distribution of funds to meet community needs.
- Conducted ongoing assessment of community needs and resource inventory.
- Created the first Broward County Behavioral Health Conference. The conference has been taking place for 5 years now offering 37 workshops and four keynote presentations, with over 700 Human Services professionals participating over two days.
- Served as liaison to local nonprofit collaborations, steering committees, and task forces representing community impact focus areas.
- Maintained oversight of all internal programs and initiatives, such as ReadingPals, Project Lifeline, Choose Peace, SBIRT, The Broward Youth Coalition, and Crisis Intervention Training.
- Executive Committee Member for the United Way of Florida conference sharing innovation and best practices with the child welfare community.

FAMILY CENTRAL, INC.

10/2007 - 06/2013

■ Department Director

Key member of the leadership team directing operations for the Department of Family Support Services for this nonprofit human services agency providing child care administration, teacher training, parent support, and other services to more than 70,000 children and families annually. Responsible for program management and oversight of the Nurturing Parent Program; The Parent as Teacher Program; The Positive Behavior Support Program; Developmental Screenings and Assessment Program; Cherish the Family, Family Reunification; The Home Instruction for Preschool Program (HIPPPY); and The Broward Infrastructure Design for the permanency of young children in foster care (BRIDGES). Directed a staff of 55 and an annual budget in excess of \$7MM.

- Ensured programs outcomes for the department's funding contracts were consistently maintained as best practices for quality, as well as in compliance with Family Central policies, state and/or federal regulations.
- Responsible for ensuring productivity performance standards were maintained.
- Ensured the Department met and maintained national and local accreditation. This included all data collection for the department's quality improvement processes.
- Responsible for grant writing activities to continually obtain adequate funding for the organization. (Cont. P3)

PROFESSIONAL EXPERIENCE

FAMILY CENTRAL INC. - (CONTINUED)

- Improved relations between the agency and its primary funding boards, thereby increasing funding levels and avoiding potential loss of programming.
- Conducted thorough analysis of business processes and implemented improvements which significantly increased efficiencies.
- Successfully grew the Family Support Services Department by \$2MM and supported entry into new markets, planned and developed new programs.
- Developed effective partnerships and alliances with community, state, and national organizations, as well as government institutions.
- Became an ambassador, spokesperson, communicator and net-worker of Family Central and its programs at the National and State level.
- Created, initiated, managed, monitored and successfully implemented the Cherish the Family program. This was a \$2MM grant that required extensive community collaboration and partnerships and was FCI's largest direct federal grant.
- Completed the application for the agency to obtain their first Substance Abuse prevention license from the State.
- Designed, initiated, managed and successfully implemented the Positive Behavior Support program. Obtained a new \$600K per year grant to support Child Care Centers in the creation of social and emotional supportive environments in the classroom, parent engagement, professional development, and individual student interventions. This included extensive work and collaboration with the funder, CSC and the Early Learning Coalition.
- Developed the BRIDGES program resulting in a \$210K total federal award to create the infrastructure and design to facilitate the communication and services between the Child Welfare and the Early Care and Education systems. Initiated, managed, monitored and successfully implemented the BRIDGES program facilitating the collaboration and partnerships with more than 12 agencies.
- Developed Focus on Solutions, a new \$200K/year clinical program.
- Directed the County-wide Developmental Screening program that was implemented in 700+ child care centers in Broward County.
- Obtained \$2,500 in funding from the Casey Family Programs to support community trainings.
- Developed Becoming Trauma Informed training plan for the Broward community and coordinated a cadre of trainers to implement the plan.
- Selected by Commissioner Bryan Samuel's staff to conduct a site visit with the purpose to review the BRIDGES program as a program of interest.
- Selected to be a member of a National Network of Experts in working with families affected by Mental Health and Substance Abuse (only 9 were selected to participate in this prestigious group across the nation).
- Selected by the Florida Department of Children and Families to participate in an initiative to create the domains that would be tracked for Early Learning for children out of home care.
- Developed a two-year training plan to train and support non-for-profit agencies in Broward County as well as over 300 Human Service and Education professionals to become Trauma Informed.

CHILDREN'S HOME SOCIETY OF FLORIDA

11/1999 - 10/2007

■ Program Director, Healthy Families Miami-Dade-Health Connect Program (03/04-10/07)

Implemented, coordinated and provided ongoing supervision of two of Miami-Dade's largest Home Visits program providing services for pregnant mothers. Accountabilities encompassed licensing, grants, fundraising, contractual agreements, community relations, program development, clinical services, quality improvement, accreditation, and budgets. Directed a team of five and maintained oversight of \$4MM+ in annual funding. Key member of the Division's Management Team.

- Ensured all programs met CHS licensing, contractual and quality assurance standards and requirements.
- Attained departmental growth from 15 staff to 72 staff and budget from \$750K to over \$4MM.
- Oversaw all aspects of the contract and grant renewal process for agency programs.
- Co-created the Health Connect in the Early Years Program for new moms, the first universal home visiting program in Miami-Dade.
- Established and maintained positive collaborative relationships with relevant community agencies.
- Developed and implemented new direct service programs and identified grants and other funding sources.
- Ensured program costs did not exceed budgetary constraints.
- Coordinated and developed Advisory Board meeting.
- Represented the agency at State and Community meetings.
- Won the State of Florida award for Best Quality Program.

PROFESSIONAL EXPERIENCE

CHILDREN'S HOME SOCIETY OF FLORIDA - (CONTINUED)

■ Assistant Program Director, Healthy Families Miami-Dade (06/00-03/04) ■ Supervisor, Healthy Families (11/99-05/00)

Assisted with operations for a 5-year program for high-risk parents including implementing, coordinating and supervising service delivery. Provided leadership for a staff of 15 and monitored the annual program budget.

- Managed program supervisors ensuring the Healthy Families model was being implemented appropriately.
- Provided support with crisis or problem cases. Assisted program staff in coordinating services for participants.
- Ensured compliance with all Healthy Families and CHS licensing, contractual and quality assurance standards and requirements.
- Established and maintained positive collaborative relationships with relevant community agencies such as Healthy Start Coalition, Project Spark, Early Childhood Initiative, Children's Trust, Home Visitor Network and Department of Health.
- Participated in preparation for the re-accreditation process.

NEW YORK SOCIETY FOR THE PREVENTION OF CRUELTY TO CHILDREN

05/1998 - 11/1999

■ Supervisor, Best Beginnings (01/99-11/99)

Supervised a team of case managers working with at risk women with substance disorders and/or domestic violence, involved in the dependency system. The program provided intensive case management to prepare the women to regain custody of their children. Responsible for program implementation in all levels, following the Healthy Family America's model. Supervised home visitor worker performance and conducted annual performance evaluations.

- Led the collaboration with the judiciary system that resulted in a unified treatment plan for clients.
- Reviewed all records monthly to assure any at-risk cases were referred to ACS or other community agencies.
- Provided training to new program staff, as well as on-going training for existing staff.
- Reviewed and monitored case files for both internal and external quality assurance standards.
- Ensured program staff completed all documentation and reported in a professional and timely manner.

■ Supervisor, Center for Rehabilitation, Education and Orientation Program (05/98-01/99)

Provided direct care services to substance abuse and/or drug addicted mothers and their families.

- Conducted individual and group counseling and facilitated therapeutic/educational groups for program participants.
- Completed comprehensive psychosocial assessments and developed individual treatment plans.
- Wrote periodical risk assessment progress reports as required by the Administration for Children Services (ACS).
- Supervised staff when first line supervisor was absent.

MOUNT HOPE FAMILY PRACTICE

06/1997 - 05/1998

■ Case Manager

Provided intensive case management services and crisis intervention services for patients at an outpatient facility. Conducted pre/post-test counseling, comprehensive biopsychosocial assessments, mental status evaluations, and referral services.

- Provided supportive and clinical services for at-risk populations.
- Facilitated a single mother support group.
- Delivered individual, family and group crisis intervention.
- Conducted psychosocial evaluations on each family, determining both their immediate and long-term needs.
- Provided referrals and linked families to a network of services, area providers, and city agencies to meet their needs.

NEW YORK CITY DEPARTMENT OF HEALTH

05/1996 - 06/1997

■ Public Health Advisor

Conducted investigations on disease control and prevention and referred cases, contacts and suspects to appropriate diagnostic facilities for examination and treatment.

- Visited physicians, laboratories, hospitals and schools to ensure compliance with health care laws and regulations.
- Performed tests and obtained patient specimens as required by specific disease control programs.
- Counseled patients on disease prevention, appropriate partner referrals, and safe sex practices.

PROFESSIONAL EXPERIENCE

GRACE SMITH HOUSE (DOMESTIC VIOLENCE SHELTER)

09/1995 - 06/1996

■ **Counselor for the Battered Women**

Served as an advocate for battered women and provided counseling services for women and their children.

- Conducted case management and care coordination to abused women.
- Provided childcare for mothers who needed a break.
- Implemented an Outreach Program for Latinos.

CONSULTING WORK

HUMAN SERVICES COALITION OF DADE COUNTY, INC.

09/2001 - 09/2002

- Developed and implemented a Leadership Institute according to the community needs.
- Facilitated classes and workshops on a weekly basis for 3 months.
- Coordinated graduation project for the Institute's graduation class.
- Reported directly to the Founder of the Center for Collaborative Learning, Kelsey Foundation and Human Services Coalition.
- Created awareness of the Institute in the community and developed partnerships with community agencies.

EDUCATION, LICENSES, CERTIFICATIONS AND TRAINING

Master of Social Work Degree, Fordham University

Bachelor of Arts Degree in Sociology & Women's Studies, *Concentration: Social Work*, State University of New York at New Paltz

Specialized Training: United Way Worldwide Advanced Leadership Program, Commonwealth Institute Strategies for Success, American Express Center for Creative Leadership Academy, Leadership CHS Specialized Training: Reflective Supervision, Advanced Leadership, Trauma Informed Practices, Substance Abuse Prevention & Treatment, Rapid Rehousing, Housing First, Social Work Supervision, Infant Mental Health, Parent-Child Interactions, Child Development and Stimulation, Community Leadership, Community Conversations, Play Therapy, Positive Behavior Support, Solution Focus Approach, and The Healthy Families America's Model

Licensed Clinical Social Worker (LCSW), License No. ISW6710
 Certified Student Intern Supervisor
 Parent Leadership Institute Certified Trainer
 Trauma Informed Practice Trainer

PROFESSIONAL AFFILIATIONS

Greater Fort Lauderdale Alliance
 The Commonwealth Institute
 Behavioral Health System of Care Net-Work Providers
 Funders Together to End Homelessness
 United Way Worldwide Community of Practices
 Former Member of a National Network of Expert on Parents affected by Substance Abuse and Substance Exposed Infants

COMMUNITY INVOLVEMENT

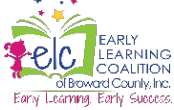
Board Member, Homeless Continuum of Care (CoC) Board
 Board Member, Broward Health Community Health Network
 Advisory Council, Community Foundation, Broward Center for Nonprofit Excellence
 Broward County Funders Forum
 Board Member, Broward Metropolitan Planning Organization (MPO)
 Committee Member, Greater Fort Lauderdale Alliance Homeless/Housing



Board Recruitment and Applicant Process for Private Sector Vacancies

To recruit and select private business members for the Early Learning Coalition Board of Directors, the following process will be followed:

- 1) For private sector openings, ELC will create an announcement/flyer to include:
 - a. a general description of the opening and board member criteria
 - b. copy of the ELC Board member role and responsibilities*
 - c. access to the ELC Board member application
- 2) The announcement shall be:
 - a. Posted on the ELC website for a minimum of 15 days.
 - b. Posted on all ELC social media platforms
 - c. Shared with all ELC Board members via email and social media (where appropriate). The expectation is that all board members will share the opportunity with their respective networks.
 - d. Emailed to ELC community partners.
- 3) The CEO and board members should identify and seek out potential candidates.
- 4) Interested individuals will complete the required application form and submit (along with a copy of a short biography) to Melody Martinez (mmartinez@elcbroward.org)
- 5) After receiving the nominations, staff will review and ensure candidates meet minimum criteria and are eligible to serve.
- 6) The Nominating Committee will review potential candidates and determine next steps for viable candidates which may include interviews and gathering additional information about a candidate. The review and any additional steps shall be at the discretion of the Nominating Committee.
- 7) The Nominating Committee forwards vetted candidates to the Board for approval.
- 8) The board of directors will vote on the nominated applicant(s).



Early Learning Coalition of Broward County - Board Member Roles and Responsibilities

VISION:

All children will have high-quality early learning experiences leading to success in school and life.

MISSION:

Lead and support the early learning community to promote and deliver high-quality early learning experiences to young children, accessible to all eligible families in Broward County.

BOARD MEMBER ROLE:

- To serve as a volunteer voting member of the Board of Directors for the Early Learning Coalition of Broward County
- Develop and maintain focus on the ELC mission and vision
- Establish and oversee implementation of the ELC's strategic direction
- Uphold Fiduciary responsibilities as a steward of public funding in accordance with laws, regulations, contracts, governing by-laws, Board-approved policies and standard non-profit best practices.

TERM (for private sector member):

In accordance with the ELC bylaws, the term of membership shall be four (4) years. Once a Member's term of service is completed, a Member shall have the option of serving for an additional four (4) year term by providing written notice to the Chair prior to the expiration of their initial four (4) year term.

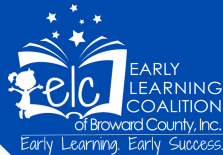
TIME EXPECTATIONS:

- Attend a 60-minute orientation session to learn about organization, programs, etc.
- Attend all scheduled Board meetings
 - In person at, ELC Broward, 1475 W. Cypress Creek Rd., Suite 301 or join virtually
- Join at least 1 board committee. Attend committee meetings
- Attend, support, and participate in ELC events and program activities

RESPONSIBILITIES:

- Organization Success
 - Attend and participate in board and committee meetings
 - Understand and support the vision and mission of ELC of Broward
 - Promote the work of the Coalition
 - Participate in hiring and evaluating the CEO
 - Participate in developing strategic goals
 - Monitor the agency's progress and evaluate outcomes
 - Be engaged. Ask questions
 - Exercise fiduciary oversight
- Community
 - Inform others about ELC
 - Advocate for early learning
- Individual Responsibility
 - Bring personal/professional expertise to support the mission
 - Read meeting materials (board and committee packets) prior to the meeting
 - Appreciate and respect differing viewpoints.
 - Abide by conflict of interest policy, Sunshine law and bylaws
 - Avoid conflict of interest, real or perceived
 - Financially support and/or help secure financial contributions to the ELC of Broward

MAKE AN IMPACT IN YOUR COMMUNITY



The Early Learning Coalition of Broward County
IS SEEKING DYNAMIC INDIVIDUALS TO JOIN
THE BOARD OF DIRECTORS



WE'RE LOOKING FOR PROFESSIONALS WITH EXPERTISE IN:

- Banking
- Public Relations/Marketing
- Health care
- Fundraising

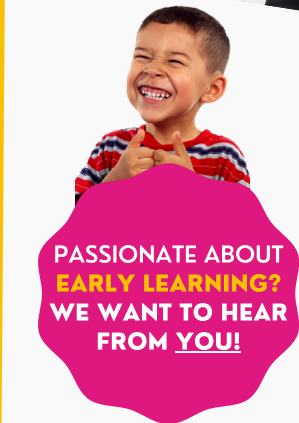
QUALITIES OF AN IDEAL CANDIDATE:

- Enthusiastic about early care and education
- Committed to attending Board meetings
- Willing to help advance ELC Broward's mission

Additional qualifications can be found on our website

Apply Today!

[www.elcbroward.org/
boardofdirectors](http://www.elcbroward.org/boardofdirectors)



*"Early learning,
Early success."*

www.elcbroward.org
954-377-2188