



BYLAWS/PERSONNEL COMMITTEE

MEETING AGENDA

December 6, 2016
8:30 a.m.

(Teleconference)

ELC Main Office
10 SE Central Parkway, Suite 200, Stuart, FL

Mission: Partnering with parents, providers and communities to ensure quality early learning experiences through programmatic and financial support.

Vision: Building Blocks for Educational Success

*** Items require action**

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|---|-------|----------|
| I. Call to Order, Roll Call, Determination of Quorum | PAGES | Tom Peer |
| II. Announcements and Additions/Deletions to Agenda | | Tom Peer |
| III. Adoption of Agenda * | | Tom Peer |
| IV. Consent Agenda * A. Minutes – September 6, 2016 | 1 - 3 | Tom Peer |
| V. New Business A. Action Item 2016-17.03 - Board Recruitment & Orientation * | 4 | Tom Peer |
| VI. Old Business | | Tom Peer |
| VII. Board Member Comments | | Tom Peer |
| VIII. Public Comments | | Tom Peer |
| IX. Adjournment | | Tom Peer |

Public comments may be offered at every Early Learning Coalition of Indian River, Martin & Okeechobee Counties Board of Director's or committee meeting. We welcome the opportunity as part of our continuing effort to improve our responsiveness to the needs of the children, families, and community we serve. To present comment, interested parties are asked to complete a Public Comment Card available at the sign-in table, deliver such to the Chair in advance to the Call to Order, and be present during the public comment period. All interested parties are asked to indicate whether the comment is related to the business associated with the specific agenda before the Board/Committee or if the comment is intended for consideration by the Board/Committee at a future meeting. All comments are limited to 3 minutes unless otherwise waived by a majority action of the members present.



BYLAWS/PERSONNEL COMMITTEE MEETING MINUTES

September 6, 2016

St. Lucie County School Board
4204 Okeechobee Road, Ft. Pierce

Present: Tom Peer Cathleen Blair (via teleconference)
Michelle Akins (via teleconference) Susan Curtis (via teleconference)
Sandy Akre

Excused: Brandon Tucker

Staff: Jacki Jackson Loretta Toth
Migdalia Rosado

I. CALL TO ORDER

The meeting was called to order by Chair, Tom Peer at 8:52 a.m. Roll call was taken and a quorum was present.

II. ANNOUNCEMENTS AND ADDITIONS /DELETIONS TO AGENDA - None

III. ADOPTION OF AGENDA

Motion was made by Cathleen Blair and seconded by Sandy Akre to adopt the agenda.

Motion carried unanimously.

IV. CONSENT AGENDA – May 3, 2016 Minutes

Motion was made by Sandy Akre and seconded by Cathleen Blair to approve the consent agenda item as presented. Motion carried unanimously.

V. NEW BUSINESS

A. Employee Handbook Revisions

Mr. Peer reviewed the revisions in the sections listed.

1. Section 202 – Hours of Operation: Ms. Rosado clarified that staff has staggered start times.
2. Section 209 – Employee Relations: Mr. Peer questioned whether this item was budgeted. Mr. Jackson replied that it is based on funding availability. The Committee recommended “funding permitting” be added to the wording.
3. Section 211 – Immigration Law Compliance: Ms. Rosado commented this wording has been included as per the grant agreement.
4. Section 300 – Holidays: The October holiday was clarified as the second Monday rather than a specific date. Mr. Peer commented on the numerous amount of holidays.

Ms. Akre agreed and requested we compare the holidays of other ELC's. Mr. Peer requested the item be added to the board agenda.

5. Section 306 – Bereavement Leave: “Consecutive” was added for clarification purposes.

Michelle Akins left the call at 9:05 a.m.

6. Section 314 – Staff Development: Mr. Peer questioned whether this item was in the budget. Ms. Jackson clarified that it is based on funding availability.

Michelle Akins rejoined the call at 9:06 a.m.

Ms. Blair questioned what controls are in place to prevent one person from utilizing all the funds that may be available. Ms. Akre felt the request was inappropriate since a reimbursement is available for college credit courses. Ms. Curtis commented that the amount is reasonable noting this allows the employee to take advantage of an opportunity to attend a conference and expand their knowledge. Mr. Peer replied that work-related expenses are currently covered.

***Motion** was made by Sandy Akre to delete this revision from Section 314 of the handbook. Motion was seconded by Michelle Akins and approved 4-1 with Susan Curtis opposed.*

7. Sections 206, 301, 403, 404, 405, 501, 515, 525, 529: In each of the respective sections, Human Resources was changed to Operations.

***Motion** was made by Cathleen Blair to approve the changes as listed, including the removal of the change to Section 314 of the handbook. Motion was seconded by Sandy Akre and approved unanimously.*

Follow-up/Action:

- 1) Employee Handbook revisions to be presented to the Board at the September meeting for approval.

VI. OLD BUSINESS - None

VII. BOARD MEMBER COMMENTS

Ms. Akre commented that she is not against employees receiving any training to increase their position, but we should look at what is given to employees compared to other coalitions.

Michelle Akins left the call at 9:20 a.m.

Discussion ensued regarding state and federal funding.

VIII. PUBLIC COMMENTS - None

IX. ADJOURNMENT

There being no further business, the meeting adjourned at 9:30 a.m.

Respectfully submitted,

Tom Peer, Chair
TP/lt

DRAFT



Early Learning Coalition of IRMO

ACTION ITEM

Action Item: 2016-17.03

Date: 12/6/16

Subject: Board Recruitment & Orientation

Background Information

In accordance with the Bylaws, Article VI, the Executive Committee has the responsibility for recruiting new board members and conducting new board member orientation.

Florida statutes requires more than one-third of the board membership to be comprised of private sector members and maintaining consistent compliance has been challenging on several occasions, which has placed the Coalition on conditional approval for non-compliance with the School Readiness Plan in addition to findings during monitoring of Governance by OEL.

Considerations

Consider adding in the Bylaws, "CEO may recruit board members". In accordance with the Bylaws, board membership is recommended by the Executive Committee with final approval by the full Board.

Consider delegating in the Bylaws, "CEO to conduct board orientations as needed", to meet orientation timelines set by the Executive Committee April 7, 2015.

Proposed Action

At the November 17, 2016 Board Meeting, it was recommended the Bylaws/Personnel Committee review the current procedure.