



EXECUTIVE COMMITTEE MEETING AGENDA

December 1, 2016
11:30 a.m.

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

*** Items require action**

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

Vision: Building Blocks for Educational Success

I. Call to Order, Roll Call, Determination of Quorum	11:30-11:31	PAGES	Brandon Tucker
II. Adoption of Agenda *	11:31-11:32		Brandon Tucker
III. New Business * A. CEO Resignation B. Transition Process 1) Timelines (see attached history) a) Review Job Description & Salary Range Consideration b) Appoint Search Committee c) Select Interim (effective 1/3/17)	11:32-12:15	1 2 – 4 5 - 7	Brandon Tucker
IV. Board Member Comments	12:15-12:20		Brandon Tucker
V. Public Comments	12:20-12:23		Brandon Tucker
VI. Adjournment	12:23		Brandon Tucker

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.



**Early Learning Coalition
of Indian River, Martin & Okeechobee Counties, Inc.**

10 SE Central Parkway, Suite 200
Stuart, FL 34994
(772) 220-1220 (877) 220-1223
Fax: (772) 220-1229

- Chair
Brandon Tucker
- Michelle Akins
- Sandy Akre
- Julie Bixler
- Cathleen Blair
- Jennifer Corkern
- Susan Curtis
- Brooke Flood
- Sabina Guthrie
- William Laughlin
- Tom Peer
- Lison Philor-Jonnassaint
- Donna Rivett
- Ann Rodriguez
- Deborah Schooley
- Richard Stetson
- Joy Yates
- CEO
Jacki Jackson

November 23, 2016

Mr. Brandon Tucker
ELCIRMO, Board Chairman

RE: Letter of Resignation

Dear Brandon,

Please accept this as my Letter of Resignation as the Chief Executive Officer of the Early Learning Coalition of Indian River, Martin & Okeechobee Counties effective January 3, 2017.

My 8-year tenure here at ELCIRMO has been truly rewarding. My role as the CEO has been to listen to the needs of our communities, collaborate with similar visionary agencies and ultimately support the most vulnerable children and families with quality early education ensuring them a more successful future. With the support of a great staff, I believe those goals have been accomplished.

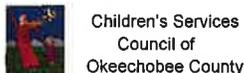
I want to personally thank you for accepting the Governors Appointment to be our Board Chairman and for all the support you afforded me. You always handled yourself and the meetings in a very professional manner. As I move on from this position, please know that I am available if you have questions during the transition process toward finding a new leader for ELCIRMO.

Sincerely,

Jacki Jackson
Chief Executive Officer

Cc: Migdalia Rosado, Director of Operations

Proudly Supported By:





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Indian River, Martin & Okeechobee Counties, Inc.**
10 SE Central Parkway, Suite 200 Stuart, FL 34994
Telephone (772) 220-1220 (877) 220-1223, Fax: (772) 220-1229

2008 Executive Director - Transition Process Timeline

1st Round

9/3/08 - Executive Committee met to discuss the transition process. At this meeting the following was addressed:

- Staff directed to produce advertisement to include qualifications and salary range, cutoff date for applicants set by Executive Committee.
- Deadline provided to have a draft of advertisement for Executive Committee input
- Interview date to be included in advertisement set
- Start date to be included in advertisement set
- Application review process and interview process discussed
 - Staff to prescreen applications and forward qualified candidates to Personnel Committee via email
 - Personnel Committee charged with short-listing the applicants to top 5 or so
 - Executive Committee to interview applicants and make final selection

9/15/08 – ED advertisement placed on Monster.com for 60 days with deadline of 9/26/08 (attached)

9/18/08 – ED advertisement placed on TCPalm for one day (9/19) and 7 days on-line with deadline of 9/26/08

9/30/08 – Personnel Committee meeting held and addressed the following:

- Reviewed applications and short-listed applicants (all applications were provided at this meeting).
- Reviewed interview questions and rating scale.
- Determined interview process
 - 1 hour blocks (45-minute interview w/15-minute Executive Committee to discuss candidate)
 - Set a start time of 9:00 am for Executive Committee to review and discuss process
 - 1st applicant interview at 10:00 am, 2nd at 11:00 with one-hour lunch break and commence at 1:00, 2:00 and 3:00 with final applicants
 - Order of applicant interviews to be done randomly for fairness.
- Exit Interview of CEO by Executive Committee

10/10/08 – Interviews conducted by the Executive Committee

10/13/08 – BW being considered for ED position and was requested to provide references. After reference check applicant was not selected.

Mission

*Provide quality opportunities for social, physical, emotional, and intellectual development of children,
by partnering with parents, providers, and communities.*

2008 Executive Director Transition Process Timeline

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2nd Round

10/15/08 – Process re-opened and new resumes received.

10/21/08 – Interviews held in the Okeechobee Library commencing at 10:15 am.

11/17/08 – Executive Committee met regarding contract for SA

3rd Round

11/25/08 – Executive Committee met via teleconference to review alternate ED applicants as SA declined the position.

11/26/08 – Executive Committee met to re-interview JJ

12/4/08 - Executive Committee meeting – employment agreement for JJ approved.

**Early Learning Coalition of
Indian River, Martin &
Okeechobee Counties Inc.
EOE/DFWP**

EXECUTIVE DIRECTOR

Applicants should have a broad knowledge of program planning, community level strategic planning skills, leadership, finance, contract management and the ability to analyze & resolve complex social issues.

Qualifications: BA required, MA preferred in human services, early education, education, business or related field. Candidate should have a minimum of fifteen years management /leadership experience in human service, early education, or related field. Experience required in fiscal management of multi-million dollar non-profit institutions, supervision of staff, developing early education or related programs and experience with public policy. Prefer prior experience with direct board-reporting relationships.

Salary Range: \$75,000 - \$95,500, DOE/+benefits
Selected Candidates Interview Date: October 9, 2008
Start Date: November 6, 2008

Deadline 9/26/08
Fax: 772-220-1229 or email
mrosado@elcirmo.org



Early Learning Coalition of Indian River, Martin & Okeechobee Counties Job Description

Title: Executive Director

Status: Exempt – 12 Month Position

Reports to: Coalition Chair and the Executive Committee

SUMMARY OF RESPONSIBILITIES:

This position requires a broad knowledge of program planning, community level strategic planning skills, leadership and ability to analyze and resolve complex social issues. The position requires significant skills in the areas of problem analysis and resolution, consensus building, group facilitation, strategic planning, management/leadership, finance, program planning, and contract management. The Executive Director will report to the Coalition Chair and the Executive Committee as the chief executive in charge of operations.

DUTIES AND RESPONSIBILITIES:

- Plans, develops and recommends to the Board policies and programs which will further the objectives of the Coalition. Executes all decisions, contracts, commitments as delegated by the ELC Board of Directors.
- Develops, implements and administers a comprehensive service delivery plan for programs funded by the state of Florida intended to enhance all children's readiness to enter kindergarten and/or participate in Voluntary Pre-kindergarten program.
- Recommends methods for improving/increasing early learning services to pre-school children and parents of pre-school children.
- Provides leadership and direction to all staff to ensure that the mission and goals of the Coalition are effectively carried out while assuring that the standard of professionalism identified by the Board is maintained.
- Prepares, maintains, and submits accurate and appropriate reports describing planning and evaluation activities to the Board and officers on all activities of the Coalition.
- Works cooperatively with Coalition members and staff to assess the community's needs for early education services.
- Ensures fiscal stability of the organization through developing alternative sources of funding, including grants, contracts, and conducting fund-raising activities.
- Prepares and recommends an annual budget to the coalition to insure proper allocation of cost, reasonable and necessary expenses and efficient use of resources consistent with the Office of Early Learning (OEL) guidelines.
- Responsible for fiscal accounting to insure compliance with state and federal requirements under General Accepted Accounting Principles (GAAP)

DUTIES AND RESPONSIBILITIES CONTINUED:

- Develops and implements health promotion programs as necessary. Coordinates coalition education programs and public information services.
- Facilitates and/or participates in community activities, promotes opportunities to market coalition programs, ascertains community needs and accomplishes goals and objectives.
- Hires, supervises and terminates staff based on the job performance and personnel policies adopted by the coalition.
- Develops and operates within an annual budget; is responsible for prudent management of all funds and physical assets.
- Provides training and technical assistance to staff, Coalition membership, contracted providers, community partners, etc. on issues that promote the Coalition's mission and services.
- Performs related work as assigned by the Coalition Chair and the Executive Committee.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to establish and maintain effective working relationships with Coalition membership, staff, funders, and the general public.
- Plans, coordinates and controls the daily operation of the organization through the organization's managers.
- Establishes current and long range goals, objectives, plans and policies, subject to Board approval.
- Knowledgeable of community organizations and capable of carrying out programs within the community structure.
- Ability to communicate clearly and concisely, orally and written.
- Competent to represent the organization in a variety of public and professional forums.
- Demonstrates the ability to compile, organize, and analyze data related to early education, child care and school readiness indicators.
- Ability to reach consensus on complex issues. Self-directed, motivated, and ability to effectively manage in a multi-task environment.

QUALIFICATIONS:

Minimum: Bachelor's degree in human services, early education, education, business or related field.

Preferred: Master's degree in human services, early education, education, business, or related field.

EXPERIENCE:

Minimum: Fifteen years management/leadership experience in human service, early education, or related field. Experience in fiscal management of non-profit institutions, supervision of staff, and developing early education or related programs.

Preferred: Prior experience with direct board reporting relationship. Management of multi-million dollar non-profit organizations and public policy experience.

SPECIFIC COMPETENCIES:

Computer literacy in all currently used programs: Microsoft Office XP, Excel, Access, Statewide eligibility tracking systems, community-wide tracking databases.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations; write reports, business correspondence, and procedure manuals; and effectively communicate and present information and respond to questions from groups of managers, clients and the general public.

PHYSICAL ACTIVITY/WORKING CONDITIONS:

While performing the duties of this job, the employee is regularly required to sit, talk and hear. The employee is frequently required to use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus. The noise level in the work environment is usually quiet.

The physical demands and work environment described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

Job Description Revised: August 2004

Job Description Revised: July 2005

Job Description Revised: April 2006